

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally notify you of my intention to take maternity leave. As per my understanding of the company's policy and in accordance with the applicable laws, I would like to request leave starting from [Start Date] and plan to return on [Return Date].

My expected due date is [Due Date], and I will ensure that all my responsibilities are managed prior to my leave. I am happy to assist in the transition process and will provide any necessary documentation, such as medical certificates, as required.

Thank you for your understanding and support during this time. Please let me know if you need any further information or if we should schedule a meeting to discuss my upcoming leave in more detail.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]