

# [www.maternityleavemadeeasy.com](http://www.maternityleavemadeeasy.com)

Date: [Insert Date]

[Recipient]

[Title]

[Company]

[Address 1]

[Address 2]

[Address 3]

Dear [Insert name of Manager/Supervisor]

I am writing to formally inform you that we are expecting a baby and the need for maternity leave is drawing near. While I do not anticipate any disruptions to my work performance before taking my leave, I will continue to follow medical advice as to the best possible time to take leave.

To date, I plan on commencing my maternity leave on [insert date].

I also plan on returning on [insert date], but will remain open to any pregnancy related adjustments to these dates, and will immediately notify you of any necessary changes.

I have submitted (or, I will be submitting) the necessary medical certification forms to human resources, and am willing to submit them to you directly if required.

Please notify me of any additional steps needed to satisfy this request. I look forward to your acceptance and approval of my maternity leave.

Thank you for your support.

Sincerely,

[Your Name]

[Your Title]