**MATERNITY LEAVE LETTER OF INTENT**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am writing to inform you that I am pregnant and intend on taking maternity leave.

My physician has estimated that the baby is expected on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I would like to remain working until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I plan to take \_\_\_\_ weeks off and, barring no medical issues or complications, I anticipate no problem with resuming my current position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ following my absence.

If you have any questions, I can be contacted via email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or by telephone at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please inform me of any forms, doctor’s notes, or other information you require to enable this transition into my maternity.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Print Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature]