**Maternity Leave Letter Template**

ABC (Name of the sender)
Address (XYZ)
Date (June 1, 2019)
(Name of the person who’ll receive an email)
Agency Name (ABC)
Agency Address (XYZ)

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

I'm writing to let you know of my pregnancy and intention to take a 12-week maternity leave. My due date is Dec. 4, 2019. I plan to work from home starting Nov. 15 and work until my due date. I anticipate returning back to work on March 1, 2020.

I plan to make every attempt to complete all of my high-priority tasks before I am on leave. I also plan to delegate some of my daily responsibilities to ABC and XYZ, who have been working closely with me on several client campaigns. I'm confident in their ability to manage the work in my absence. XYZ, in particular, will be able to respond to client questions and set up new campaigns during my time away. Please let me know if you have any concerns about this recommendation or if you have other suggestions for shifting my workload while I'm gone.

Thank you in advance for allowing me to take this time away so I can recover and spend time caring for my new baby. Please let me know if there are any forms I need to fill out in advance of my absence or if there is anything more I can do to make the transition easier. If I need to be contacted during my maternity leave, please communicate with me at Email ID or Contact no.

Kindest regards,

Name of the sender