

Sample Maternity Leave Letter

Dear [Mr/Ms./Mrs. Last Name]:

As you are aware at this point, I am expecting a child on or around [Expected Due Date]. This is formal notice of my upcoming maternity leave.

Under the Family Medical Leave Act, I am allowed 12 weeks of leave for the birth of a child. I understand that our company's policies allow only six weeks of paid leave. I do plan to take the full 12 weeks available to me even though six weeks will be unpaid.

I plan to work until my due date, unless my doctor advises me to leave full time employment earlier for medical reasons. This would give the parameters for my leave as approximately [Month/Day/Year - Month/Day/Year].

Before I go on leave, I welcome the opportunity to train my replacement. Further, during my maternity leave, you may call me at (222) 333-4444 if any questions arise about my usual job duties that cannot be resolved except by speaking with me.

My position here at [Company Name] is one I value highly. I regret the loss of my skills you will incur while I am on leave, and look forward to returning at full capacity after my maternity leave. I will have childcare arrangements securely in place at that time so as to assure you of my full dependability as an employee.

Thank you for your understanding and accommodation.

Sincerely,

[Signature]

[Your Name]