

LETTER OF INTENT FOR MATERNITY LEAVE

_____ [Your Name]
_____ [Your Address]
_____ [State, City, Zip Code]
_____ [Your Phone or Email]

_____ [Date]

_____ [Recipient Name]
_____ [Recipient Job Title]
_____ [Company Address]
_____ [State, City, Zip Code]

Dear _____ [Recipient Name],

I am writing to formally notify you of my pregnancy and my intention to take maternity leave in accordance with our company's policies and statutory requirements.

My expected due date is _____ [Expected Due Date], and I plan to begin my maternity leave on _____ [Start Date of Maternity Leave]. I have attached my MAT B1 certificate, which confirms my pregnancy and the expected due date.

I intend to take _____ [Number of Weeks You Plan to Take] weeks of maternity leave, and assuming no unexpected complications and a smooth recovery, I plan to return to work on _____ [Expected Return Date].

To ensure a seamless transition, I will complete all pending projects and provide detailed handover documentation. I suggest _____ [Name of Coworker] oversee my responsibilities during my absence. I am also happy to assist in training a temporary replacement if necessary.

During my leave, I will be available via (Check one): phone email other: _____ for any urgent matters. Please inform me of any additional information or forms that need to be completed before my leave begins.

Thank you for your understanding and support during this important time.

Sincerely,

_____ [Your Name]
_____ [Your Job Title]

