[Your Name]
[Your Job Title]
[Your Employee ID Number]

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Subject: Request for Maternity Leave

Dear [Manager's Name],

I am writing to formally notify you of my pregnancy and my intention to take maternity leave. My expected due date is [Due Date].

I plan to start my maternity leave on [Start Date] and intend to return to work on [Return Date], pending any changes to my medical situation or recovery.

Before my leave begins, I will ensure that all my current projects are up to date. I am happy to assist in creating a transition plan and training a colleague to handle my responsibilities during my absence.

I have attached the required medical certification confirming my pregnancy and expected due date. Please let me know if there are any additional forms or procedures I need to complete regarding company policy or benefits.

Thank you for your support during this time.

Sincerely,

[Your Signature]
[Your Printed Name]