

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Notice of Maternity Leave Exhaustion

Dear [Employee Name],

This letter is to formally notify you regarding the status of your current maternity leave, which commenced on [Start Date].

According to our records and [Company Name/Local Labor Law] policy, you are entitled to [Number] weeks of maternity leave. Based on this entitlement, your paid/protected leave period is scheduled to expire on [Exhaustion Date].

Your expected return-to-work date is **[Return Date]**.

Please take note of the following options and requirements:

- **Return to Work:** Please confirm your intent to return by [Deadline Date] to facilitate your reintegration into the team.
- **Extension Requests:** If you are unable to return on the date specified due to medical complications or other reasons, you must submit a formal request for an extension, accompanied by necessary documentation, no later than [Date].
- **Unpaid Leave:** If you have exhausted all paid entitlements, any further absence may be categorized as unpaid leave, subject to management approval.

Failure to return to work or contact the Human Resources department by [Return Date] may be treated as a voluntary resignation from your position.

If you have any questions regarding your benefits, leave balance, or return-to-work procedures, please contact the HR department at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]