Maternity Leave Letter Sample

[Global World Transactions]  
[9080 Old Church Way]  
[Reynoldsburg, Ohio 43068]

Attn: [Harold Cartier]

Dear [Harry],

As you well know, I am approaching the end of my pregnancy. My due date is [DATE]. Because this is my third child, they are expecting the child to come [1-2 weeks early].

My original goal was to work until the time I had the baby, howeverit is becoming more difficult for me to work each day with my increased levels of exhaustion. I am requesting to start my maternity leave the week of [DATE].

I wanted to give you at least a two weeks’ notice to be able to adequately prepare. I know you were expecting this, but it is a couple weeks earlier than anticipated.

Here is the report from my doctor that states where I stand with this pregnancy and the anticipation of an early delivery due to the size of the baby.

If you have any questions, I would be more than happy to discuss this matter further with you. I can be reached during work hours or after hours on my cell phone at [770-987-3490].

Sincerely,

[Laura Sherbet]