**Maternity Leave Letter**

**Sandra Singh**

85 Cook Rd
Hobart TAS 6554
Tel: 0400 000 000
E: s.singh@email.com

[date]

**Lily Wong**

HR Manager
Dalton & Associates
43 Bowery Rd
Hobart TAS 6554

Dear Ms Wong

Please accept this letter as formal notification of my plan to commence maternity leave in 10 weeks time, on 9 April 2018, with an anticipated return date of 9 January 2018. I have attached a medical certificate confirming my pregnancy and expected date of delivery.

I will ensure that all outstanding work is completed, and records updated, before my departure date. Please do not hesitate to contact me if you require any further information or if there is anything more I can do to ease the transition.

As required by law, I have also attached a statutory declaration regarding my maternity leave.

Thank you for your support and I look forward to my return next January.

Kind regards

[sign here]

**Sandra Singh**