# Maternity Leave Letter to Employer

Dear Mr. Walsh,

I am writing this letter to inform you of the news of my pregnancy as well as my intention to take 12 weeks of maternity leave from work. Enclosed with this letter you will find a medical form with my doctor’s confirmation of my pregnancy. I intend to begin my maternity leave 8 weeks from now on February 26, 2014, and return to the office on May 20, 2014, barring any unforeseen complications. I will endeavor to complete all currently unfinished work between now and February 26, and put forth every effort to make up for my absence when I return in May.

I will inform you as soon as possible if any changes in this plan should occur. I appreciate your consideration in this matter as I will need the benefit of maternity leave in order to recover from birth, bond with my child and attend all follow-up visits with my care providers. I can be contacted throughout my maternity leave via email at [email] or telephone at (555)-555-5555. Please do not hesitate to contact me if any clarification is needed in this matter. Thank you for your consideration.

Yours sincerely,

Stephanie Perez

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Secretary

Administration Department