Jaqueline Smith

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September 1, 2018

Ronald Lee

Director, Human Resources

Acme Supplies

123 Business Rd.

Business City, NY 54321

To Ronald Lee,

I am pregnant (or in the process of adopting a child) and expect to take a (fill in the number of weeks) maternity leave beginning on (the date you wish your leave to begin) and returning on ( the date you expect to return [from maternity leave](https://www.thebalancecareers.com/tell-company-about-maternity-leave-3545285)).

As you know, I take great pride in my performance and the quality of my work for Acme Supplies. I have already submitted a detailed plan to my manager to ensure that your needs will be taken care of in my absence.

While I am on leave I will not be available for consultation so my job responsibilities will be managed by the following co-workers.

(Here is where you can either get specific on which duties will be covered by who or keep skip these details and leave only one person's name.)

During my absence, your point of contact will be (name of colleague covering for you, with contact details such as email address and direct phone number).

Please let me know if you have any particular concerns or questions about how your needs will be addressed during my [maternity leave](https://www.thebalancecareers.com/how-much-maternity-leave-to-take-3545316). I will let you know if any changes occur that may impact you.

Thank you for your confidence in my work.  I look forward to working with you up until my maternity leave and then again after I return to the office.

Sincerely yours,

Jaqueline Smith