Mary Jane
789 Utah,
Valley St., Utah 8711

 April 21st, 2021

Gerald Mike
872 Utah,
St. Austin Street, Utah

Dear Mr. Mike,

I am writing this leave letter to let you know of my pregnancy and intent to take a 12-week maternity leave. My estimated due date is November 12th, 2021. I hope that I won’t have any complications or medical issues during the delivery. I anticipate no problem resuming back to work in my current position as The Sales and Marketing Executive.

I plan to put in maximum effort to complete all my high-priority tasks before going on leave. I also plan to delegate my daily responsibilities to Tony Stephens, working with me on the same and other high-priority projects. I’m confident in his ability to handle the tasks in my absence. Stephen will be able to set up marketing campaigns and ensure that they run smoothly. Let me know if you have any queries or concerns regarding my recommendation or any other suggestions for shifting my workload when I’m on leave.

Thank you so much for your consideration and for allowing me to take this leave to recover and take care of my baby. Please let me know if there are any forms that I will need to fill out before leaving for my leave. Also, let me know if there is anything I can do to ensure the transition runs smoothly.

Regards,
Mary Jane