

LETTER OF INTENT

FOR MATERNITY LEAVE

Date: _____

Dear: _____

I am writing to inform you that I am pregnant and intend on taking maternity leave. My physician has estimated that the baby is expected on _____ and I would like to remain working until _____. I plan to take _____ weeks off and, barring no medical issues or complications, I anticipate no problem with resuming my current position as _____ following my absence.

If you have any questions, I can be contacted via email at _____ or by telephone at _____. Please inform me of any forms, doctor's notes, or other information you require to enable this transition into my maternity.

Sincerely,

[Signature]

[Print Name]