[your full name]  
[your street address]  
[your city, state, zip code]

[company name]  
[company street address]  
[company city, state, zip code]

[date]

Dear [employer’s name],

I am writing to inform you that I have a baby on the way and plan on taking full maternity leave, starting [date]. My expected due date is [date], and I will be returning to the office on [date].

Before starting my maternity leave, I will aim to wrap up all the projects I am currently working on. During my absence, I believe that [coworker’s name] could manage [project name] in my place. Please consider this suggestion and let me know if you would like to discuss this in more detail. I will gladly work on a handover document to ensure that the transition is as smooth as possible.

Should you need to contact me while I am away, you can do so at [personal phone number] or [email address]. If my return date to the office changes unexpectedly, I will be informing you immediately.

Finally, I would like to thank you in advance for your understanding. I look forward to returning to [company name] at the end of my maternity leave.

Kind regards,

[your signature]

[your name]