

Sample Notification to Employer Letters

Notice of Pregnancy Sample Letter (Health Related)

Date _____

Dear _____

This letter is to notify you that I am pregnant and my due date is _____. I would like to start my maternity leave on the actual date of birth. At this time, my plan is to return to teaching on (one year from actual date of birth), but I will confirm this decision in writing at least 4 weeks prior to my return.

Sincerely

Signed, the teacher

(Include a Doctor's note #1 confirming pregnancy and expected delivery date)

Notice of Pregnancy Sample Letter (Fixed Plan)

Date _____

Dear _____

This letter is to notify you that I am pregnant and my due date is _____. I would like to start my maternity leave on _____. At this time, my plan is to return to teaching on _____, but I will confirm this decision in writing at least 4 weeks prior to my return.

Sincerely

Signed, the teacher

(Include a Doctor's note #1 confirming pregnancy and expected delivery date)

Avis d'absence pour congé de maternité

Date _____

Madame ou Monsieur _____

Je vous informe que je suis enceinte et la date prévue pour l'accouchement est le _____.
Mon congé de maternité débutera _____. À ce moment, je serai de retour au travail le _____, mais je vais confirmer ma décision à l'écrit au moins quatre semaines avant mon retour au travail.

Je vous prie de recevoir mes sincères salutations,

Signé par le l'enseignante

(Transmet le certificat médical du médecin/de la sage-femme attestant la grossesse et la date prévue pour l'accouchement.)