

Emma Harrington

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Maternity Leave Notification – Emma Harrington

Dear Mr. Bennet,

I am writing to formally notify you of my pregnancy and my intention to take maternity leave.

My estimated due date is 20 March 2026, and I would like my maternity leave to begin on 20 February 2026. I have attached my MATB1 certificate for your records.

I am fully committed to ensuring a smooth transition in the lead-up to my leave. I would be happy to prepare a detailed handover plan and discuss any arrangements that may be required. Please let me know a convenient time for us to talk this through further.

Thank you very much for your support and understanding.

Kind regards,

Emma Harrington