

PREGNANCY NOTIFICATION LETTER TO EMPLOYER

To: _____

From: _____

Subject:

Pregnancy Notification

Dear Employer, I am writing to formally notify you of my pregnancy. I am currently employed as [Your Position] with [Company Name] and wish to inform you in accordance with company policies and applicable United States laws. This notification serves to ensure that appropriate accommodations, if any, can be arranged and that both my rights and responsibilities, as well as those of the employer, are clearly understood and respected. I intend to continue performing my duties to the best of my abilities and will keep you informed about any changes related to my health or work capacity. Please advise me of any necessary steps or documentation required to comply with company policies or legal requirements regarding pregnancy and maternity leave.

Employee Information:

Full Name: _____

Job Title/Position: _____

Department: _____

Supervisor/Manager: _____

Contact Information (Phone/Email): _____

Pregnancy and Work Details:

Expected Due Date: _____

Anticipated Maternity Leave Start Date: _____

Anticipated Return to Work Date: _____

Request for Accommodations (if applicable):

Please describe any accommodations you are requesting, including but not limited to modified duties, schedule changes, or ergonomic adjustments.

I understand that providing this notice allows the company to engage in an interactive process to determine reasonable accommodation

Sincerely,

Employee Signature

Date

EMPLOYEE SIGNATURE

EMPLOYER REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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