Laura Myers

485 Elm St.

Kansas City, MO 32512

August 4, 2021

Ms. Stevie Binks

Magic Media

965 Dickinson Ave.

Kansas City, MO 2367

Dear Ms. Binks,

I’m writing to let you know of my pregnancy and intention to take a 12- week maternity leave. My due date is March 13, 2022. I intend on working from home as of February 15 until my due date. If all goes well, I anticipate returning back to work on April 15, 2022.

I’m taking the necessary steps to ensure most of my high-priority tasks are completed before I am on leave. Also, I plan to delegate some of my daily responsibilities to John and Amanda, with whom I’ve been working closely on several projects. I’m confident in their skills to manage the workload in my absence. John in particular will be able to handle most storyboards and client presentations, as well as on-boarding new clients during my time at home. If you have any questions regarding this recommendation, or have any suggestions for shifting my workload, please let me know.

Finally, I want to thank you in advance for all your support and allowing me to take this time away so I can recover and spend time caring after my new baby. Please let me know if there are any forms to fill out in advance of my absence or if there’s anything else I can do to make this transition easier. If you need to contact me during my leave, please use my company email and/or phone number to reach me.

Kindest regards,

Laura Myers

lmyers@magmedia.com

545-689-2145