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EMAIL TEMPLATES - HOW TO TELL YOUR MANAGER YOU'RE PREGNANT

Email templates requesting a meeting

Hi [insert name],

I'm hoping to schedule some time with you in the next week to discuss a few things. These are mostly personal matters and so I would really appreciate 30 minutes if possible.

Look forward to hearing from you,

Follow up email after the meeting

Hi [insert name],
Thank you for taking the time to meet with me today to hear my exciting news. As discussed, I am committed to my role and want to reassure you that managing my career and role over the next six months will be important to me.

I have a number of pre-natal appointments but will schedule these where possible at times that work best for my role and the team.

Whilst it is still months away, I am also keen to work with you on my hand-over plan and look forward to discussing this in a few months.

Thank you for taking the time to meet today.

Kind regards,
[insert name]