

# Maternity Leave Application

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request maternity leave in accordance with the company's policy. As per my due date, I would like to start my leave on [Start Date] and plan to return to work on [Return Date].

I will ensure that all my responsibilities are managed prior to my departure and I am happy to assist in transitioning my tasks during my leave.

Thank you for considering my request. I look forward to your support during this important time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]