

# Maternity Leave Approval Notification

Date: [Insert Date]

To: [Employee's Name]

[Employee's Title]

[Company Name]

[Company Address]

Dear [Employee's Name],

We are pleased to inform you that your maternity leave request, submitted on [Insert Request Date], has been approved. You will be on leave from [Start Date] to [End Date].

During your leave, please ensure that all necessary arrangements are made for your responsibilities. [Optional: Mention how company support or contact will be managed during the leave.]

If you have any questions or need further assistance, feel free to reach out to HR.

We wish you all the best during this exciting time!

Sincerely,

[Your Name]

[Your Title]

[Company Name]