

Maternity Leave Approval Response

Dear [Employee's Name],

Thank you for your request for maternity leave submitted on [Date of Request]. We are pleased to inform you that your leave has been approved.

Your maternity leave will commence on [Start Date] and will end on [End Date]. Please ensure that any pending work is completed before your departure.

If you have any questions or require further assistance, please do not hesitate to reach out.

Wishing you all the best during this special time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]