

Maternity Leave Authorization Letter

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request maternity leave starting from [Start Date] to [End Date].
According to our company policy, I am entitled to [number of weeks/months] of maternity leave.

I plan to return to work on [Return Date]. I will ensure that all my responsibilities are transferred smoothly to my colleagues during my absence.

Please let me know if you require any further information or documentation.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]