

Maternity Leave Benefit Approval

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your application for maternity leave benefits has been approved. Your leave will commence on [Start Date] and will conclude on [End Date]. During this period, you will be eligible for [specific benefits, e.g., full salary, partial salary].

Please ensure that you complete any outstanding work prior to your leave and communicate with your team regarding any ongoing projects. If you have any further questions, feel free to reach out to the HR department.

We wish you all the best during this special time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]