

Subject: Maternity Leave Confirmation

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally confirm my maternity leave, as discussed in our previous conversations. I plan to commence my leave on [Start Date] and anticipate returning on [End Date].

Please let me know if you require any additional information or documentation to facilitate this process.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]