

# Maternity Leave Granted Notification

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Dear [Employee's Name],

We are pleased to inform you that your request for maternity leave has been granted. Your maternity leave will begin on [Start Date] and end on [End Date].

Please ensure that all necessary handover arrangements are made prior to your leave, and do not hesitate to reach out if you need assistance during this transition.

We wish you a healthy and joyful time during your maternity leave.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]