

# Maternity Leave Policy Acceptance

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your request for maternity leave has been received and accepted in accordance with our company maternity leave policy. Your maternity leave is scheduled to begin on [start date] and will conclude on [end date].

Please ensure that you complete any necessary paperwork and communicate with your supervisor regarding your workload prior to your leave. We appreciate your dedication and contributions to the team.

If you have any questions or need further assistance, feel free to reach out to the HR department.

Wishing you all the best during this special time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]