

Maternity Leave Application

Date: [Insert Date]

To,
[Supervisor/Manager's Name]
[Company's Name]
[Company's Address]

Dear [Supervisor/Manager's Name],

I am writing to formally request maternity leave as I am expecting my child on [Expected Due Date]. According to company policy, I would like to apply for a maternity leave starting from [Start Date] to [End Date]. During this time, I will ensure that all my responsibilities are handed over smoothly to [Colleague's Name] and that everything is in order before my leave.

If required, I am happy to provide any further medical documentation to support my application. Please let me know if there are any forms or additional information you need from my side.

Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]