

Maternity Leave Application

Date: [Insert Date]

To,
The Principal,
[School Name],
[School Address].

Subject: Application for Maternity Leave

Dear [Principal's Name],

I am writing to formally request maternity leave as I am expecting my child. My expected due date is [Insert Due Date], and I would like to commence my leave from [Start Date] to [End Date].

I will ensure that all my responsibilities are managed effectively before my leave, and I am happy to assist in finding a suitable substitute during my absence. I will also make sure to provide any necessary materials and guidance for the smooth continuation of classes.

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

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