

Maternity Leave Application

Date: [Insert Date]

To,

HR Manager,
[Company Name],
[Company Address]

Dear [HR Manager's Name],

I am writing to formally request maternity leave starting from [Start Date] to [End Date]. As per the company policy, I am eligible for [number of weeks] of maternity leave.

My expected delivery date is [Expected Delivery Date], and I am planning to take my leave [before/after] this date. During my absence, I will ensure that all my responsibilities are managed and will be happy to assist with the transition of my duties.

Please let me know if you need any further information or documentation to process my request. I look forward to your positive response.

Thank you for your understanding.

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