

maternity leave request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Maternity Leave

Dear [Manager's Name],

I am writing to formally request maternity leave due to my impending childbirth. I am expecting to deliver around [insert due date], and would like to request leave starting from [start date] to [end date]. During my absence, I will ensure that all my responsibilities are delegated and my duties are managed smoothly.

I have discussed my workload with [colleague's name, if applicable], who has kindly agreed to assist during my leave. I will ensure that all the necessary information is handed over before my departure.

Thank you for considering my request. Please feel free to let me know if you need any further information. I appreciate your support and understanding during this time.

Sincerely,

[Your Name]