

Maternity Leave Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Department/Office Name]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request maternity leave starting from [Start Date] to [End Date] due to the impending arrival of my child. According to [mention relevant policies or guidelines], I am entitled to [duration of leave] maternity leave.

During my absence, I will ensure that all my responsibilities are managed and transitioned smoothly. I am happy to assist in training a temporary replacement if necessary and will make arrangements to finalize any pending tasks before my leave begins.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]