Maternity Leave Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request maternity leave starting from [start date] to [end date], as I am expecting my child to arrive around [expected due date].

According to company policy, I am entitled to [number of weeks] of maternity leave. I will ensure that all my responsibilities are managed prior to my departure and will assist in the transition process to ensure a smooth workflow during my absence.

I appreciate your understanding and support during this important time in my life. Please let me know if you need any further information or if there are forms I should complete prior to my leave.

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

Sincerely,

[Your Name]