

Maternity Leave Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Maternity Leave

Dear [Supervisor's Name],

I am writing to formally request maternity leave starting from [start date] until [end date]. As per our company policy, I intend to take a total of [number of weeks] weeks of leave to care for my newborn.

I will ensure that all my responsibilities are managed and will create a transition plan that includes handover notes and point of contact for my duties during my absence. I am committed to making this process as smooth as possible for the team.

Thank you for your understanding and support during this joyous time. I look forward to your approval.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]