

Maternity Leave Request

[Your Name]

[Your Position]

[Your Department]

[Date]

Human Resources Department

[Company Name]

Dear [HR Manager's Name],

I am writing to formally request maternity leave, starting on [start date] and concluding on [end date]. As per our company policy, I am requesting a total of [number of weeks/months] off to prepare for and recover from the birth of my child.

To ensure a smooth transition during my absence, I have outlined the following plan:

- For the duration of my leave, [Colleague's Name] will oversee my responsibilities.
- I will ensure that all my current projects are completed or delegated by [date].
- I am happy to assist in training my temporary replacement before my leave begins.

I appreciate your support and understanding during this important time in my life. Please let me know if you need any further information or documentation.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]