

Follow-Up on Maternity Leave Approval

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Follow-Up on Maternity Leave Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to follow up on my maternity leave request submitted on [Insert Date of Original Request]. I wanted to confirm whether my leave has been approved and if there are any additional documents or information required from my side.

As mentioned in my request, I plan to start my maternity leave on [Insert Start Date] and return on [Insert Return Date]. I appreciate your understanding and support during this time.

Thank you for your attention to this matter, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]