

# Maternity Leave Confirmation

Dear [Employee Name],

This letter is to confirm your maternity leave request, which has been approved. Your maternity leave will commence on [Start Date] and conclude on [End Date].

During your absence, your responsibilities will be handled by [Name/Department], and we will ensure a smooth transition of your duties.

We wish you all the best during this exciting time, and we look forward to welcoming you back to work after your leave.

If you have any questions or need further assistance, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]