

Subject: Maternity Leave Inquiry

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inquire about my upcoming maternity leave. As my due date approaches on [Due Date], I would like to discuss my leave schedule and ensure a smooth transition for my responsibilities.

According to our company policy, I understand that I am entitled to [mention duration if known, e.g., 12 weeks] of maternity leave. I would like to propose starting my leave on [Proposed Start Date] and returning on [Proposed Return Date]. However, I am open to discussing any adjustments that may be necessary to accommodate the team's needs.

Could we schedule a time to discuss this further? Thank you for your understanding and support during this important time.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]