

Maternity Leave Request

Date: [Insert Date]

To,

Human Resources Department,
[Company Name]

Dear [HR Manager's Name],

I am writing to formally request maternity leave starting from [Start Date] to [End Date], as I am expecting my child on or around [Expected Due Date]. In accordance with company policy, I would like to take [number of weeks] of maternity leave.

I will ensure that all my responsibilities are handled prior to my leave, and I am happy to assist in the transition process during this time. My intention is to make this as smooth as possible for both my team and the company.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]