

To whom it may concern,

I hope this message finds you well. My name is [Your Name], and I am a [Your Position] at [Your Company]. I am writing to inquire about my rights and benefits regarding maternity leave as outlined in our company policy and applicable labor laws.

As I am expecting to take maternity leave starting from [Start Date], I would like to understand the following details:

- The duration of maternity leave I am entitled to.
- The process for officially requesting maternity leave.
- Any associated benefits, such as paid leave or use of sick leave.
- Job security and options for reintegration into my position post-leave.

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

Sincerely,
[Your Name]
[Your Contact Information]