

Leave Application for Prenatal Leave

To,

HR Manager,

[Company Name]

[Company Address]

[City, State, Zip Code]

Date: [DD/MM/YYYY]

Subject: Application for Prenatal Leave

Dear [HR Manager's Name],

I am writing to formally request prenatal leave from [start date] to [end date] due to my pregnancy. As per my doctor's advice, I will require this time off to ensure a healthy pregnancy and prepare for my upcoming delivery.

I have ensured that all my current projects are on track and will complete all my pending responsibilities before my leave begins. I will also provide a handover document to ensure a smooth transition during my absence.

I kindly request your approval for my leave. Thank you for your understanding and support during this significant time in my life. I look forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]

[Your Employee ID]

[Your Contact Information]