

Prenatal Leave Application

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request prenatal leave beginning [start date] and ending [end date] due to my pregnancy. As an hourly wage employee, I understand the importance of providing adequate notice to ensure a smooth transition during my absence.

According to our company's policy, I am entitled to [mention any specific leave entitlements if applicable]. I appreciate your understanding and support during this time and assure you that I will do my best to ensure that my responsibilities are managed prior to my leave.

Please let me know if you need any further information or documentation. Thank you for your consideration.

Sincerely,

[Your Name]