

# Request for Prenatal Leave

Date: [Insert Date]

To: [Supervisor's Name]

[Department Name]

[Institution Name]

[Address]

Dear [Supervisor's Name],

I am writing to formally request my prenatal leave as I am expecting to welcome my child on [Insert Due Date]. Based on my physician's recommendations, I would like to begin my leave on [Insert Start Date] and plan to return to work on [Insert Return Date].

I have ensured that my responsibilities are in order and will provide handover notes to my colleagues during my absence. I am committed to ensuring a smooth transition and minimizing any disruption to our team's work.

Please let me know if you need any further documentation or if we can discuss this in a meeting.

Thank you for your understanding and support during this important time in my life.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Contact Information]