

# Request for Prenatal Leave

[Your Name]

[Your Position]

[Your Department]

[Your Institution]

[Date]

Dear [Supervisor's Name],

I am writing to formally request prenatal leave beginning on [Start Date] and concluding on [End Date], as I am expecting a child and need time to prepare for the upcoming birth.

During my absence, I will ensure that all my current responsibilities are managed, and I am happy to assist in training a temporary replacement if necessary. I will also be available via email for any urgent matters.

Thank you for considering my request. I look forward to your understanding and support during this important time.

Sincerely,

[Your Name]

[Your Contact Information]