

Maternity Leave Request Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence for maternity leave, starting from [Start Date] and ending on [End Date]. I am expecting my due date to be on [Due Date].

During my absence, I will ensure that my responsibilities are transitioned smoothly and will be available for any necessary handovers.

Please let me know if you require any additional information or documentation to process my request.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]