

Maternity Leave of Absence Request

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request maternity leave beginning on [start date] and extending through [end date]. I anticipate returning to work on [return date].

This time off will allow me to focus on my health and family as I prepare for the arrival of my baby. I have taken steps to ensure a smooth transition during my absence, including [briefly outline any measures you've taken, such as training a colleague or concluding projects].

I appreciate your understanding and support during this important time in my life. Please let me know if you would like to discuss this further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]