

Maternity Leave Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Maternity Leave Confirmation

Dear [Employee's Name],

I am writing to confirm your maternity leave request. As discussed, your leave will commence on [Start Date] and will extend until [End Date]. During this time, your responsibilities will be delegated to [Colleague's Name] to ensure continuity of work.

Please let us know if you have any further questions or need any assistance during this period. We wish you all the best as you prepare for this exciting new chapter in your life.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]