

Maternity Leave Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request maternity leave as I am expecting my child. My due date is [Insert Due Date], and I would like to begin my maternity leave on [Insert Start Date] and return to work on [Insert Return Date].

I plan to ensure a smooth transition of my responsibilities before my leave begins and will be available to assist with any necessary handover procedures. Please let me know how I can help during this time.

Thank you for your understanding and support. I look forward to your acknowledgment of my maternity leave request.

Sincerely,

[Your Name]