

Maternity Leave 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 ending on [End Date]. As per our company policy, I understand that I am entitled to [insert duration of leave, if applicable] weeks of maternity leave.

I plan to [briefly mention your plans for coverage or transition during your leave]. I will ensure that my responsibilities are managed in my absence. I can be reached at [Your Email] or [Your Phone Number] if you need to discuss anything with me during my leave.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID, if applicable]