

Maternity Leave Application

Date: [Insert Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request maternity leave as I prepare for the arrival of my child. As per our discussion during the job offer process, I would like to confirm my acceptance of the job offer for the position of [Job Title] at [Company's Name], which I am excited to begin after my maternity leave.

My anticipated start date will be [Insert Start Date], and I plan to take maternity leave from [Insert Start Date of Leave] to [Insert End Date of Leave]. During this period, I will ensure a smooth transition by [mention any plans for handing over tasks or responsibilities].

I appreciate your understanding and support during this time and look forward to joining the team upon my return.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]