

Dear [Employee's Name],

We are pleased to confirm your maternity leave request as of [Start Date]. Your leave period will extend until [End Date], during which time your position will be securely held for you.

We appreciate your contributions to our team and look forward to your return. Should you need any further assistance during your leave, please do not hesitate to reach out.

Congratulations on this wonderful new chapter in your life!

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]