

Maternity Leave Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request maternity leave as I am expecting my child to arrive on or around [Due Date]. I would like to take leave starting from [Start Date] and anticipate returning to work on [Return Date].

During my time away, I will ensure that all my responsibilities are handled efficiently. I am committed to training a suitable replacement and providing all necessary documentation to ensure a smooth transition.

I appreciate your understanding and support during this exciting time. Please let me know if you need any further information or if there are forms I need to complete.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]