

# Request for Maternity Leave

Dear [Manager's Name],

I am writing to formally request maternity leave starting on [start date] and ending on [end date]. As per our company policy, I am entitled to [number of weeks] of maternity leave.

I plan to return to work on [return date], and I am committed to ensuring a smooth transition during my absence. I will ensure that all my tasks are completed before I leave and will provide thorough handover notes to [Colleague's Name].

Please let me know if you require any further information or documentation regarding my maternity leave. Thank you for your support and understanding during this important time in my life.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]