

Application for Maternity Leave

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request maternity leave from [Start Date] to [End Date] due to the impending birth of my child. According to our company policy, I am eligible for [number of weeks] of maternity leave.

During my absence, I will ensure a smooth transition of my responsibilities. I am happy to assist in training a temporary replacement or delegating my tasks to my colleagues in advance of my leave.

Please let me know if you require any further information or documentation. Thank you for your understanding and support during this important time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]