

Maternity Leave Application

Date: [Insert Date]

To,
[Recipient's Name]
[Department/Office Name]
[Institution/University Name]

Dear [Recipient's Name],

I am writing to formally request maternity leave beginning on [start date] and concluding on [end date]. As per the university's leave policy, I am entitled to [number of weeks/months] of maternity leave.

During my absence, I will ensure all my responsibilities are covered and will assist in transitioning my duties to a designated colleague. I am committed to making this process as smooth as possible.

Thank you for considering my request. I am looking forward to your positive response. If you need any further information or documentation, please feel free to ask.

Sincerely,
[Your Name]
[Your Position]
[Department Name]
[Contact Information]