Maternity Leave Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally request maternity leave starting from [start date] as I am expecting the birth of my child. I plan to return to work on [return date], though this date may be subject to change based on the circumstances.

I understand the importance of planning for my absence and will work with my colleagues to ensure a smooth handover of my tasks and responsibilities. I am committed to returning to work with a clear plan for resuming my duties.

Please let me know if there are any forms or procedures I need to complete in order to formalize my leave request. I will be reachable by email during my leave period in case of any urgent matters.

Thank you for your understanding and support during this important time in my life.

Sincerely,

[Your Name]