

Maternity Leave Acknowledgement Letter

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, ZIP]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Name],

Re: Maternity Leave Acknowledgement

I am writing to acknowledge receipt of your formal request for maternity leave, which was received on [Date of Receipt]. Your request has been reviewed and approved, and we are pleased to confirm your eligibility for maternity leave in accordance with [Your Company Name]'s maternity leave policy.

Your maternity leave is scheduled to begin on [Start Date] and is expected to continue until approximately [Expected Return Date], as indicated in your request. During this period, you are entitled to [Number of Weeks] weeks of maternity leave, as outlined in our company policy.

We understand the importance of this time for you and your family, and we are committed to supporting you throughout your maternity leave. If you have any questions or need assistance before, during, or after your leave, please do not hesitate to contact [HR Manager's Name] in the Human Resources Department at [HR Manager's Email] or [HR Manager's Phone Number].

Please ensure that you complete any necessary documentation before your leave begins, and make arrangements with your supervisor or team to ensure a smooth transition during your absence. We encourage you to review our maternity leave policy for further information on your rights and responsibilities during this period.

Once again, congratulations on this exciting journey, and we look forward to your safe return to work after your maternity leave. Please keep us updated on any changes or developments related to your leave schedule.

Wishing you all the best during this special time.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]