

Official acknowledgement of maternity leave request

Subject: Acknowledgement of Maternity Leave Request

Dear [Employee Name],

This is to formally acknowledge receipt of your maternity leave request submitted on [Date]. Your leave has been approved from [Start Date] to [End Date] in accordance with company policies and statutory regulations.

Please ensure all your current tasks are updated and delegated appropriately before your leave commences. Should you require any assistance with the transition, feel free to contact your supervisor or HR.

We wish you a healthy and joyful maternity period.

Sincerely,

[HR Name]

[Designation]

[Company Name]

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