

Friendly digital acknowledgement for maternity leave

Subject: Your Maternity Leave Request

Hi [Employee Name],

Just confirming that we received your maternity leave request for the period [Start Date] to [End Date]. Everything is approved on our end, and your responsibilities can be managed during your absence.

Wishing you all the best during this special time!

Best,

[HR Name]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/maternity-leave-acknowledgement-letter>