

Empathetic tone recognising maternity leave

Subject: Maternity Leave Approval

Dear [Employee Name],

We are pleased to acknowledge your maternity leave request from [Start Date] to [End Date]. We understand how important this time is for you and your family.

Please make sure that any pending projects are handed over to colleagues, and let us know if you need any support during this transition. We look forward to welcoming you back after your leave.

Warm regards,

[HR Name]

[Company Name]

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