## Short and direct acknowledgement email

Subject: Maternity Leave Confirmation
Hi [Employee Name],
Your maternity leave from [Start Date] to [End Date] has been approved. All the best for this
important phase!
Thanks,
[HR Name]

## **Get more templates here:**

 $\underline{https://www.lettersandtemplates.com/letters/matenity-leave-acknowledgement-letter}$