

Acknowledgement for tentative leave dates

Subject: Provisional Maternity Leave Acknowledgement

Dear [Employee Name],

We acknowledge receipt of your maternity leave request for the tentative period [Tentative Start Date] to [Tentative End Date]. Once the dates are confirmed, please notify HR to finalize your leave approval.

We are happy to support you during this time.

Sincerely,

[HR Name]

[Company Name]

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