

Acknowledgement including instructions for handover

Subject: Acknowledgement of Maternity Leave

Dear [Employee Name],

This letter serves to acknowledge your maternity leave request from [Start Date] to [End Date].

Kindly ensure that all ongoing projects and responsibilities are properly handed over to your team members.

Please submit any necessary forms or medical certificates to HR before your leave begins. We wish you a safe and healthy maternity period.

Best regards,

[HR Name]

[Designation]

[Company Name]

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