

Maternity Leave Application Letter

Dear [Employer's Name],

I am writing to formally request a maternity leave of absence from [start date] to [end date], as recommended by my healthcare provider. My due date is [date], and I plan to take [number of weeks] weeks off to care for my newborn.

As per the company policy, I have enclosed the required documentation from my healthcare provider confirming my pregnancy and due date. I have also discussed my leave with my immediate supervisor and made arrangements to ensure a smooth transition of my responsibilities to my colleague, [Name], during my absence.

I am grateful for the support and understanding of the company during this significant time in my life. I am confident that my team will continue to operate efficiently, and I look forward to returning to work with renewed enthusiasm and a fresh perspective.

Thank you for your attention to this matter. If you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]