

Formal Maternity Leave Application Letter

Subject: Request for Maternity Leave

Dear [Manager's Name],

I am writing to formally request maternity leave beginning on [Start Date] and ending on [End Date], in accordance with company policy and legal requirements. Based on my medical consultation, my expected due date is [Due Date], and I would like to ensure a smooth transition before my leave begins.

I have already delegated key tasks and briefed my team on ongoing projects. Please let me know if there are any additional forms or processes I need to complete. I am committed to providing support during the handover period and will remain available for urgent clarifications if needed.

Thank you for your understanding and support.

Sincerely,

[Your Name]

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