

Casual Maternity Leave Application Email

Subject: Requesting Maternity Leave

Hi [Manager's First Name],

I hope you're doing well. I just wanted to let you know that I'll need to take maternity leave starting from [Start Date] and plan to return on [End Date]. I've already started wrapping things up and making sure my work is covered.

Please let me know if you need me to fill out any forms or provide more information. Thanks so much for your support!

Best,

[Your Name]

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