

Provisional Maternity Leave Request Letter

Subject: Provisional Maternity Leave Application

Dear [Supervisor's Name],

I would like to request maternity leave beginning tentatively on [Start Date]. Since my due date is around [Due Date], the exact start of my leave may vary depending on my health and medical advice. I expect to return on [End Date], subject to my recovery.

I will provide updates if there are any changes and ensure all pending work is transitioned smoothly before I leave. Kindly guide me regarding the official procedure for applying and securing approval for maternity leave.

Sincerely,

[Your Name]

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