

Heartfelt Maternity Leave Application Letter

Subject: Request for Maternity Leave

Dear [Manager's Name],

I am excited to share that I am expecting, and I kindly request maternity leave beginning [Start Date] through [End Date]. This is a very special time in my life, and I am grateful for the company's support during this important phase.

I have made detailed plans to hand over my responsibilities to ensure work continuity. Thank you for understanding and making this transition smooth for me and my family.

Warm regards,

[Your Name]

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