

# Maternity Leave Application Email with Work Handover Plan

Subject: Maternity Leave and Handover Plan

Dear [Supervisor's Name],

I am requesting maternity leave from [Start Date] through [End Date]. To ensure a smooth transition,

I have documented all current tasks and briefed [Colleague's Name] on my ongoing projects.

This will help maintain workflow and avoid disruptions during my absence.

Please let me know if any further adjustments are needed before I leave. Thank you for your guidance and support.

Sincerely,

[Your Name]

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