

Official Maternity Leave Request Letter for HR

Subject: Official Request for Maternity Leave

Dear [HR Manager's Name],

I am officially applying for maternity leave as per the company policy and applicable labor laws. My leave is expected to begin on [Start Date], with a return date of [End Date]. I have attached the required medical certificate and completed the necessary forms.

I would appreciate it if you could confirm the approval of my leave and provide any additional instructions. Thank you for your support.

Sincerely,

[Your Name]

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