Maternity Leave Letter

Dear [Recipient's Name],

I am writing to formally request maternity leave from [start date] to [end date] in accordance with the

company's maternity leave policy. I am expecting the birth of my child and would like to take the

necessary time off to care for and bond with my newborn.

I have attached the required medical documentation confirming my pregnancy and the expected due

date. I understand that [company name] may have specific procedures or forms that need to be

completed, and I am more than willing to comply with any necessary requirements.

During my absence, I am committed to ensuring a smooth transition of my responsibilities. I have

prepared detailed documentation outlining the status of my current projects, including their

deadlines, key contacts, and any pending tasks. I will also be available for a handover meeting to

discuss any outstanding matters and provide guidance to my colleagues, should it be deemed

necessary.

I kindly request that you keep this matter confidential until I have had the opportunity to announce

my pregnancy to my team and other colleagues. I intend to share the news in the coming weeks.

I am grateful for the support and understanding of the company during this important time in my life.

Becoming a parent is a significant milestone, and I am committed to returning to work after my

maternity leave fully rejuvenated and ready to contribute to the success of the team.

Please let me know if there is any additional information or documentation required to process my

request. I will be more than happy to provide any further details necessary.

Thank you for your attention to this matter. I look forward to discussing the next steps and planning

for my maternity leave.

Sincerely,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/maternity-leave-letter