

Formal Maternity Leave Letter

Subject: Request for Maternity Leave

Dear [Manager/Supervisor Name],

I am writing to formally request maternity leave from [Start Date] to [End Date]. My expected delivery date is [Delivery Date], and I would like to commence leave [X weeks/days] prior as recommended by my healthcare provider.

I have ensured that all my current responsibilities are delegated and will provide a detailed handover to [Colleague Name] to maintain workflow during my absence. I appreciate your understanding and support.

Sincerely,

[Your Name]

[Designation]

[Department]

[Date]

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