

Casual Maternity Leave Email

Subject: Maternity Leave Request

Hi [Manager Name],

I hope you are doing well. I wanted to let you know that I am expecting my baby on [Delivery Date] and would like to take maternity leave starting from [Start Date] to [End Date].

I have planned handovers for my current tasks and will ensure a smooth transition before I leave.

Thank you for your understanding.

Best regards,

[Your Name]

[Date]

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