

Heartfelt Maternity Leave Letter

Subject: Request for Maternity Leave

Dear [Supervisor Name],

I am thrilled to share that I am expecting a child and would like to request maternity leave from [Start Date] to [End Date]. This period will allow me to focus on the health of my baby and myself.

I have coordinated with my team to ensure continuity of work and will provide all necessary support for a smooth handover. Your support during this special time means a lot to me.

Warm regards,

[Your Name]

[Designation]

[Date]

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