

# Professional Maternity Leave Letter

Subject: Maternity Leave Notification

Dear [Manager Name],

I am writing to formally request maternity leave from [Start Date] to [End Date]. My expected delivery date is [Delivery Date], and I have made arrangements to ensure all tasks and responsibilities are appropriately managed during my absence.

Please let me know if any additional information or documentation is required. I appreciate your assistance and approval for this leave.

Sincerely,

[Your Name]

[Designation]

[Department]

[Date]

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