## **Quick Maternity Leave Message**

Hi	[Manager	Name],
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I am expecting my baby on [Delivery Date] and would like to request maternity leave from [Start

Date] to [End Date]. Handover of my tasks will be completed before my leave begins.

Thank you,

[Your Name]

[Date]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/maternity-leave-letter">https://www.lettersandtemplates.com/letters/maternity-leave-letter</a>