

Provisional Maternity Leave Letter

Subject: Provisional Maternity Leave Request

Dear [Supervisor Name],

I am anticipating childbirth around [Expected Delivery Date] and would like to provisionally request maternity leave starting from [Provisional Start Date] to [End Date]. I will provide updated medical documentation once available.

I am coordinating with my team to ensure responsibilities are managed. Your understanding and support during this time are greatly appreciated.

Sincerely,

[Your Name]

[Designation]

[Date]

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