Warm and personal maternity leave notification

Subject: Maternity Leave Request

Dear [Manager/HR Name],

I am delighted to share that I am expecting my child and would like to formally request maternity leave from [Start Date] to [End Date]. I will make every effort to complete pending tasks and assist in delegating responsibilities before my leave.

Thank you for your support and understanding during this special time.

Warm regards,

[Your Name]

[Department/Position]

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