

Employee Request for Maternity Leave - Formal

Subject: Maternity Leave Request

Dear [Manager's Name],

I am writing to formally request maternity leave in accordance with company policy and applicable regulations. My expected due date is [Date], and I would like to begin my leave on [Start Date].

I am requesting [Number] weeks of maternity leave, with an anticipated return date of [Return Date].

I understand this may be subject to adjustment based on medical circumstances, and I will keep you informed of any changes.

During my absence, I propose the following arrangements to ensure continuity of my responsibilities:

[Brief outline of coverage plan]. I am committed to completing all critical projects before my departure and will prepare comprehensive handover documentation for my colleagues.

I have attached the required medical documentation confirming my pregnancy and expected delivery date. Please let me know if you require any additional information or documentation to process this request.

I would appreciate the opportunity to discuss this request with you at your earliest convenience to finalize the arrangements and ensure a smooth transition.

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

Sincerely,

[Your Name]

[Your Position]

[Date]

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