

# Employer Approval of Maternity Leave - Official

Subject: Approval of Maternity Leave Request

Dear [Employee's Name],

We are pleased to confirm approval of your maternity leave request as outlined in your communication dated [Date].

Your maternity leave is approved as follows:

Leave Start Date: [Date]

Expected Return Date: [Date]

Total Duration: [Number] weeks

You are entitled to [specify paid/unpaid leave details] in accordance with [company policy/applicable law]. Your benefits will continue during your leave period as per our standard policy.

During your absence, [Colleague's Name] will assume responsibility for your primary duties. We have arranged a transition meeting scheduled for [Date] to ensure proper handover of your responsibilities.

Please submit any outstanding documentation, including final medical certificates, to the Human Resources department by [Date]. You will receive separate communication regarding benefit continuation, payroll adjustments, and return-to-work procedures.

We wish you all the best during this exciting time and look forward to your return.

Best regards,

[Manager's Name]

[Title]

[Company Name]

[Date]

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