

Maternity Leave Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally request maternity leave in accordance with the company's policies and the applicable laws. My due date is [Due Date], and I plan to begin my maternity leave on [Start Date] and return to work on [Expected Return Date]. This will be a period of [Number of Weeks] weeks, as agreed upon in our employee handbook.

I have attached the necessary medical documentation confirming my pregnancy and expected due date, as well as any other required documentation. I kindly request that you review and process my maternity leave request at your earliest convenience.

During my absence, I am committed to ensuring a smooth transition of my responsibilities. I am willing to work with my team to delegate tasks, provide necessary training, and assist in any way possible to minimize any disruption to ongoing projects. I am confident that my colleagues will be able to handle my workload in my absence, and I will be available for occasional consultation if needed.

I understand that the company may require periodic updates on my status during my maternity leave, and I am more than willing to provide these updates as required. Please let me know if there

are any specific procedures or forms I need to follow to facilitate this communication.

I value my role within the company and the contributions I make to the team, and I am committed to returning to work fully prepared and dedicated after my maternity leave. I appreciate your support and understanding during this important time in my life.

Thank you for considering my maternity leave request. I look forward to your positive response.

Sincerely,

[Your Name]

[Signature (if sending a physical copy)]

Enclosures:

1. Medical documentation
2. [Any other required documentation]