

Formal Maternity Leave Request Letter

Subject: Request for Maternity Leave

Dear [Manager's Name],

I am writing to formally request maternity leave as I am expecting to give birth around [Expected Due Date]. As per company policy and applicable labor laws, I would like to begin my maternity leave on [Start Date] and return to work on [Expected Return Date].

During my absence, I will ensure that all pending tasks are completed and will provide a comprehensive handover to [Colleague's Name]. I am also available to discuss any transitional arrangements to ensure a smooth workflow.

Please let me know if any additional documentation, such as a medical certificate, is required. I appreciate your support during this important time.

Sincerely,

[Your Name]

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