

Casual Maternity Leave Request Email

Subject: Taking Maternity Leave Soon

Hi [Manager's Name],

I hope you're doing well. I wanted to let you know that I'll be starting my maternity leave from [Start Date] and plan to return around [Return Date]. I'll make sure to wrap up my current projects and hand over everything to the team.

Thanks for your understanding and support during this exciting time!

Best,

[Your Name]

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