

Provisional Maternity Leave Request Letter

Subject: Provisional Maternity Leave Dates

Dear [Manager's Name],

I am writing to request maternity leave, with a tentative start date of [Provisional Start Date], depending on medical advice and the timing of delivery. I expect to be away for [Number of Weeks/Months], returning approximately on [Provisional Return Date].

As this timeline may change, I will keep you informed and provide updates as necessary. In the meantime, I am preparing a handover plan to ensure continuity of work during my absence.

Thank you for your flexibility and understanding.

Sincerely,

[Your Name]

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