

Heartfelt Maternity Leave Request Letter

Subject: Request for Maternity Leave

Dear [Manager's Name],

As I prepare to welcome my baby, I kindly request maternity leave starting from [Start Date] and lasting until [Return Date]. This is a very important time for me and my family, and I am deeply grateful for the opportunity to take this leave with your support.

I will ensure that all my work responsibilities are smoothly transitioned and that my team has everything they need before I leave. I truly appreciate the encouragement and understanding from the organization.

With gratitude,

[Your Name]

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