

HR-Oriented Pregnancy Leave Letter

Subject: Maternity Leave Request

Dear [HR Manager's Name],

I am notifying you of my pregnancy and formally requesting maternity leave as per company policy.

My due date is [Due Date], and I intend to start leave on [Start Date] with a return date of [End Date].

Please advise on the required documentation and benefits eligibility. I will ensure all pending tasks are transitioned effectively before commencing leave.

Thank you for your attention.

Sincerely,

[Your Name]

[Department]

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