

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a maternity leave of absence starting on [start date] and ending on [end date]. My expected due date is [due date], and I believe this timeframe will allow me to prepare for the arrival of my baby and recover afterward.

I will ensure that my current projects are wrapped up and will work on a smooth transition of my responsibilities to [colleague's name] during my absence. I am committed to making this process as seamless as possible for our team.

Thank you for your understanding and support. Please let me know if you need any further information or if we can discuss this in more detail.

Sincerely,

[Your Name]
[Your Job Title]