

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

Dear [HR Manager's Name],

Subject: Maternity Leave Application

I am writing to formally request maternity leave starting from [start date] to [end date]. As per our company policy, I am entitled to [mention the duration of leave] weeks of maternity leave.

I plan to start my leave on [start date] and return to work on [return date]. I will ensure that all my responsibilities are managed before my departure, and I am happy to assist in transitioning my duties to ensure a smooth workflow during my absence.

Please let me know if you require any further information or documentation to process my request. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]