

[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 maternity leave in accordance with our company policy. My expected due date is [due date], and I would like to take my maternity leave starting from [start date] through to [end date]. As a part-time employee, I aim to provide sufficient time for my responsibilities to be managed in my absence. I propose to [suggest a plan for covering your duties, e.g., training a colleague or adjusting work schedules].

I appreciate your understanding and support during this important time in my life. Please let me know if you need any further information or documentation regarding my leave.

Thank you for your consideration.

Sincerely,

[Your Name]