

[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 the company's maternity leave policy. My expected due date is [Due Date], and I would like to begin my leave on [Start Date]. I anticipate returning to work on [Return Date], which would allow for [Number of Weeks] weeks of leave.

I will ensure a smooth transition by completing my current projects and providing guidance to my team on ongoing tasks before my departure. I am happy to help facilitate the handover process and discuss how best to manage my responsibilities during my absence.

Please let me know if you need any further information or if there are forms that need to be completed for this leave request.

Thank you for your understanding and support during this important time.

Sincerely,

[Your Name]
[Your Job Title]