

Subject: Maternity Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request maternity leave as I prepare for the arrival of my baby.

According to my calculations, my due date is [insert due date], and I would like to request leave starting on [start date] and plan to return on [return date]. I believe this will give me adequate time to recover and adjust to my new responsibilities as a parent.

I will ensure that all my current projects and responsibilities are up-to-date before my leave begins. I am happy to assist in the transition and provide any necessary training for my temporary replacement.

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

Please let me know if you need any further information or if we can schedule a time to discuss this in more detail.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]