

\*\*[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 starting on [start date] and plan to return on [return date].

As per our company policy, I would like to detail my planned leave duration and ensure a smooth transition of my responsibilities. I am committed to completing all outstanding tasks before my leave and will assist in transferring my duties to a suitable colleague.

Thank you for your understanding and support during this important time. I look forward to your confirmation of my leave request.

Sincerely,

[Your Name]

[Your Job Title]

[Department]