

[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],

Subject: Maternity Leave Application

I am writing to formally request maternity leave following the birth of my child, expected on [Due Date]. I would like to take my leave starting from [Start Date] and plan to return to work on [Return Date].

As per company policy, I will ensure that all my responsibilities are managed effectively during my absence. I am in the process of transitioning my current projects and will provide detailed documentation and briefings to my colleagues to ensure a smooth handover.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]