

[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 company policy. My expected due date is [Due Date], and I plan to begin my leave on [Start Date] and anticipate returning to work on [Return Date].

During my absence, I will ensure that my responsibilities are managed seamlessly. I am happy to assist in the transition of my duties and provide training for a temporary replacement, if necessary.

Please let me know if you need any additional information or documentation. Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]