

Subject: Maternity Leave Request

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request maternity leave in accordance with the company's policy.

****Details of Leave:****

- Expected Start Date: [Start Date]
- Expected End Date: [End Date]
- Total Duration: [Number of Weeks/Months]

I anticipate my leave will begin on [Start Date] and will return to work on [Return Date]. During my absence, I will ensure a smooth transition by [briefly outline any handover plans or arrangements].

Please let me know if you need any further information or documentation to process this request. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your Employee ID (if applicable)]