

[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 hope this message finds you well. I am writing to formally request maternity leave in accordance with the company's policy. My expected due date is [Due Date], and I plan to start my leave on [Start Date], returning to work on [Return Date].

I will ensure that all my responsibilities are delegated and that my ongoing projects are handed over smoothly before my departure. I am happy to assist in the transition process during the weeks leading up to my leave.

Thank you for your understanding and support during this important time. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]  
[Your Job Title]