

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Title]
[Department Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request maternity leave starting from [Start Date] and ending on [End Date]. As discussed, I am expecting my baby to arrive around [Due Date], and I plan to take [number of weeks/months] of leave as provided by our government policies.

I will ensure that my responsibilities are managed during my absence, including [briefly mention how you plan to prepare for your leave, e.g., training a colleague, completing pending projects, etc.]. I will be available for any necessary communication during my leave and can be reached at [your preferred contact method].

Thank you for your understanding and support during this time. I look forward to your approval of this request.

Sincerely,

[Your Name]
[Your Job Title]
[Employee ID (if applicable)]