

[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 company policy.

My expected due date is [Due Date], and I would like to begin my maternity leave on [Start Date]. I anticipate returning to work on [Return Date], depending on my recovery and childcare arrangements.

I have ensured that my current projects are on track and would be happy to assist in preparing a transition plan to ensure a smooth handover of my responsibilities. Please let me know if there is anything specific you would like me to address before my leave.

Thank you for your understanding and support. I look forward to your response.

Sincerely,

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