

[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 starting from [start date] to [end date] due to my upcoming childbirth. In accordance with company policy, I plan to take [number of weeks/months] off to focus on my recovery and to care for my newborn.

I will ensure that all my responsibilities are taken care of before my leave begins. I am happy to assist in training a temporary replacement or delegating my tasks to ensure a smooth transition.

Please let me know if you need any further information or documentation.

I appreciate your understanding and support during this time.

Thank you very much for your consideration.

Sincerely,
[Your Name]