

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Application for Maternity Leave

I am writing to formally request maternity leave due to my pending childbirth. As I am expecting to deliver around [expected delivery date], I would like to start my leave on [start date] and plan to return to work on [return date].

I understand the importance of my responsibilities during the night shift, and I will ensure a smooth transition by handing over my duties to [Colleague's Name] prior to my leave. I will also be available during my absence for any urgent questions that may arise.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]