

[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, beginning on [start date] and ending on [end date]. As per our company policy, I am entitled to [number of weeks/months] of maternity leave, and I plan to use this time to prepare for and care for my newborn.

During my absence, I will ensure a smooth transition by [mention any handover plans, training for a temporary replacement, or tasks you will complete before leaving]. I am committed to ensuring that my responsibilities are managed effectively in my absence.

Please let me know if you need any further information or documentation. I am looking forward to your understanding and support during this special time in my life.

Thank you for considering my request.

Sincerely,
[Your Name]
[Your Job Title]