

Maternity Leave Request Letter

[Your Name]

[Your Employee ID, if applicable]

[Your Department]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request maternity leave as I am expecting the birth of my child. I am committed to ensuring a smooth transition during my absence and maintaining open communication with [Company/Organization Name].

Based on my expected due date of [Expected Due Date], I would like to request maternity leave starting on [Start Date] and continuing for a duration of [Length of Maternity Leave], as outlined in [Company/Organization Name]'s maternity leave policy.

During my maternity leave, I have taken steps to ensure that my responsibilities are managed effectively in my absence. [Provide information on how you plan to delegate or transition your work, and mention any colleagues or team members who will be covering for you].

I understand that during my maternity leave, I will be entitled to [Specify any relevant details about pay or benefits during maternity leave, as per your company's policy].

I will do my best to remain reachable during my maternity leave and will promptly address any urgent matters that may require my attention. I am also committed to returning to work on [Return Date] and resuming my duties as [Your Current Position].

If there are any forms or additional information required to process this request, please let me know, and I will ensure that all necessary documents are submitted promptly. I am dedicated to complying with [Company/Organization Name]'s policies and procedures throughout this process.

Thank you for your understanding and support during this important time in my life. I genuinely appreciate [Company/Organization Name]'s commitment to fostering a positive work-life balance, and I look forward to returning to my role with renewed energy and dedication.

Please feel free to reach out to me at [Your Email Address] or [Your Phone Number] if you have any questions or need further information.

Sincerely,

[Your Name]