

Maternity Leave Letter

Send this well in advance, with clear dates and a handover note.

Subject: Maternity leave application - [Your Name]

Dear [Manager's / HR Manager's Name],

I am writing to apply for maternity leave as per company policy. My expected delivery date is [DD Month], and I would like to begin my leave from [DD Month]. I plan to return to work on [DD Month], subject to medical advice.

I have prepared a handover document for my responsibilities and will brief [Colleague's Name] before my leave starts. Please let me know if any further documents are needed.

Thank you for your support.

Warm regards,

[Your Name]

[Designation] | [Employee ID]