

Maternity Leave Application

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Your Manager's Name]
[Your Manager's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Application for Maternity Letter

Dear Mr./Mrs. {Recipient's Name},

I hope this message finds you well. I am writing to formally request maternity leave from [Mention Start Date of Maternity Leave] to [Mention End Date of Maternity Leave]. I have attached the necessary documents from my doctor confirming my pregnancy and due date for your reference.

During my absence, I have made arrangements for Mr. Aman Singh to manage my roles and responsibilities. He will provide regular updates on work progress thrice a week. My contact details are provided below for any urgent matters or if you need to reach me.

I assure you of my commitment to ensuring a smooth transition of my tasks. Should there be any changes in my plan, I will promptly inform you.

Thank you for your understanding and support. I am looking forward to your positive feedback.

Warm regards,

[Your Name]
[Your Position]
[Department/Team Name]
[Contact Information]