

Maternity Leave Application

To,
The [HR Manager/Reporting Manager]
[Company Name]
[Company Address]

Subject: Maternity Leave Application

Respected Sir/Madam,

I am writing to formally request maternity leave as per the company policy. My due date is **[Expected Due Date]** and I would like to begin my leave from **[Start Date]** to **[End Date]**, totaling **[Number of Weeks]** weeks.

I have attached all necessary medical documents as required. During my absence, I will ensure a smooth handover of my current responsibilities to **[Colleague's Name]**.

Kindly approve my maternity leave application. I am available to assist with any clarifications you may need.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Designation]
[Employee ID]
[Contact Number]
[Date]
Important Notes:

- Check your company's maternity leave policy before applying.
- Attach relevant medical certificates if required.
- Mention the exact dates and duration of leave clearly.
- Offer a plan for handover of your work and responsibilities.
- Submit your application well in advance, if possible.