

Official Leave Letter for Maternity/Paternity

Subject: Request for Maternity/Paternity Leave

Dear [HR Manager's Name],

I am writing to formally request maternity/paternity leave beginning on [start date] and ending on [end date]. All my current responsibilities have been delegated, and I am coordinating with my team to ensure a smooth transition.

Please let me know if any forms or documentation are required. Thank you for your support.

Sincerely,

[Your Name]

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