

Email requesting immediate processing of maternity leave

Subject: Urgent: Maternity Leave Notification

Dear [Manager Name],

I am reaching out to inform you about my upcoming maternity leave effective from [Start Date]. Due to the nature of my pregnancy, I kindly request that the leave process be expedited to ensure a smooth transition of my responsibilities.

I will provide all necessary documents and handover notes promptly. Thank you for your prompt attention and support.

Best regards,

[Your Name]

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