

Warm and personal maternity leave notification

Subject: Maternity Leave Request

Dear [Manager/HR Name],

I am delighted to share that I am expecting my child and would like to formally request maternity leave from [Start Date] to [End Date]. I will make every effort to complete pending tasks and assist in delegating responsibilities before my leave.

Thank you for your support and understanding during this special time.

Warm regards,

[Your Name]

[Department/Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/maternity-leave-notice-letter>