Date:

From:

[Your Name]

[Your Address]

[Your Contact Details]

To:

[Recipient's Name]

[Recipient's Office Address]

Subject: Maternity Leave Request

Dear Sir/Madam,

I am [Your Name] working as [Your Designation] in [Name of the department]. I would like to inform you that I am pregnant and would like to take [number of weeks or days] of maternity leave beginning [start date]. I would be back to work from [reporting date]. I do not foresee any issues in carrying out my duties as usual when I return from leave.

As per the company's maternity leave rules, I am eligible for [Number of days/weeks/months] of leave before delivery and [Number of days/weeks/months] of leave after delivery. My expected delivery date is [your delivery date], and I plan to use my entire entitlement to take care of myself and my newborn baby as advised by my doctor.

I would be able to complete my current assignment before going on leave. I would also be supervising the project [include the name and some other details of the project] from home to the extent possible. I suggest Mr./Ms. [Name of the person] to be in charge of the project during my absence. [If you intend to work from home, mention it here].

I would be available on my personal mobile at [your mobile number] and email [your email ID] during my leave. Feel free to contact me for any work-related issues. Please let me know if I am required to submit any forms before going on leave.

Thank you for your kind consideration. I hope you would consider my request positively.

Yours Sincerely,

[Your signature]

[Your Name]