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RE: Maternity Leave

Dear _____:

This letter will outline my formal request for maternity leave. As you are already aware, my due date is _____.

I am requesting maternity leave of the following time period: _____. I would like my leave to begin on _____ and end on _____.

I will also be submitting this request to the appropriate department in our company.

I plan to have all of my work properly assigned to co-workers or subordinates prior to my absence and I am open to any suggestions from the company on how to do so. I also request that no work-related calls, emails, or other obligations be forwarded my way

during my leave.

Please let me know, in writing, whether my request is accepted. If not, please explain the reason for my request being declined and offer some time periods that we may meet and discuss it further. If you require any additional information or forms, such as from a physician, please let me know.

I very much look forward to working with you to ensure a smooth transition for my leave and back to work.

Sincerely,

_____