

Sample Formal Letter for Leave Application for Maternity Leave

A **sample formal letter for leave application for maternity leave** is a professionally structured document used by employees to request time off from work due to pregnancy and childbirth. This letter typically includes essential details such as the expected start and end dates of the maternity leave, any medical documentation if required, and a polite expression of gratitude towards the employer for considering the request. Crafting a clear and respectful leave application ensures effective communication and helps maintain a positive relationship between the employee and the employer during the maternity period.

Sample Maternity Leave Application Letter

Your Name

Your Position

Department

Company Name

Date: [DD/MM/YYYY]

To,

[Recipient's Name]

[Recipient's Position]

[Company Name]

Subject: Application for Maternity Leave

Dear [Recipient's Name],

I am writing to formally request maternity leave from my position as [Your Position] in the [Department] department, due to my expected delivery. As per my medical reports and consultation with my doctor, my expected due date is [Expected Due Date].

I would like to request maternity leave starting from [Start Date] and anticipate returning to work on [End Date], totaling [Number of Weeks/Months] as per the company policy. I have attached the necessary medical documents for your reference.

I kindly request you to grant me maternity leave for the period mentioned above. I will ensure a smooth handover of my responsibilities to [Colleague's Name/Replacement] before my leave begins and remain available for any urgent requirements via email or phone.

Thank you for considering my request. I am grateful for the support and understanding extended to me during this important period.

Yours sincerely,

[Your Full Name]

[Employee ID, if applicable]

[Contact Information]