

# Formal Letter for Maternity Leave of Absence Sample

This document provides a **formal letter for maternity leave of absence sample**, designed to assist employees in professionally requesting time off from work due to childbirth and recovery. The sample includes essential elements such as the employee's intention to take maternity leave, the expected start and end dates, and a respectful tone that maintains clear communication with the employer. Using this template helps ensure compliance with company policies and labor laws while conveying necessary information for smooth workforce planning.

## Maternity Leave of Absence Letter Template

[Your Name]

[Your Job Title]

[Department Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

Dear [Recipient's Name],

I am writing to formally request a maternity leave of absence beginning on [Start Date]. As per company policy and in accordance with applicable labor laws, I intend to take [number of weeks] weeks of maternity leave. My expected return to work date is [Expected Return Date].

During my absence, I will ensure that all critical tasks are delegated appropriately, and I am happy to assist in training or transitioning my responsibilities prior to my leave. Please let me know if any additional documentation or forms are required to process this request.

I appreciate your understanding and support during this important time. Should there be any changes to my leave dates due to medical advice, I will promptly inform you and provide the necessary documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]