

EMPLOYEE MATERNITY LEAVE LETTER

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Introduction

These days companies are offering maternity leaves to their female employees when they need the same. Becoming a mother is one of the best given by God and every woman must enjoy each and every phase of their pregnancy.

For this, they are required to write a maternity leave letter and also mention the specified time period for the same. By doing this, they are expressing their generosity and the organization also gets for the employee's absence and they can look for the alternate in the mean time till she joins back.

Employee Maternity Leave Letter Tips

Following points should be considered for writing an effective employee maternity leave letter:

- First and foremost it is vital to inform the concerned person about your pregnancy and due date of delivery.
- You must clearly mention the time period for which you would like to take your maternity leaves.
- You must enclose documents supporting your cause for the records.
- Tone of the letter should be formal
- Once you are through writing the letter, please recheck the same for amendments, if needed.

Sample Employee Maternity Leave Letter

From,

Patricia Gomes

Software engineer

Infotech Solution Pvt. Ltd.

Argentina

Date (Date on which letter is written)

To,

Mr. Samuel Peterson

HR Manager

Infotech Solutions Pvt. Ltd.

Sub: Maternity leave application

Dear Mr. Peterson,

As you are aware that I am in the last stage of my pregnancy and the due date for the delivery is 8th September. My gynecologist has advised me complete bed rest in my final stage and to get admitted in the hospital as soon as possible. I am writing this letter to officially inform you that I will be availing my maternity leaves for the period of three months w.e.f 1st September.

Please find enclosed my medical reports for your reference. I have spoken to Ms. Kelly and she will be handling my responsibilities till I return.

Considering all the facts, I wish that you will process my leave application at the earliest.

Thanking you,

Yours sincerely'

Patricia Gomes

Employee Maternity Leave Letter Template

From,

Date (Date on which letter is written)

To,

Sub: _____

Dear _____,

I, hereby, would like to inform you that I am in the final stage of my pregnancy and the due date for the delivery is _____. My gynecologist has advised me to get admitted to the hospital at the earliest. Therefore, I would like to avail my maternity leaves for the period of _____ months.

In my absence, my responsibilities will be taken care by _____. I hope you will understand my situation and grant me leaves for _____ months starting from _____.

Thanking you,

Yours sincerely'

(_____)

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