[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Title]
[Company Name]
[Company Address]

Subject: Maternity Medical Leave of Absence Request

Dear [Manager's Name],

I am writing to formally request a medical leave of absence for maternity purposes. I am expecting to begin my leave on [Start Date] and anticipate returning to work on [Return Date].

Attached is the medical certification from my healthcare provider confirming my pregnancy and the expected due date of [Due Date].

During my absence, I will ensure that all my current projects are updated and handed over to the appropriate team members. I am happy to discuss a transition plan to ensure my responsibilities are covered while I am away.

Please let me know the next steps regarding company policy, benefits, and any additional paperwork required for this leave.

Thank you for your support and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]