

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Maternity Leave

Dear [Employee Name],

This letter is to formally confirm that your request for maternity leave has been approved. Your leave will commence on [Start Date] and your expected return to work date is [Return Date].

During your absence, your leave will be classified as [Paid/Unpaid/Partial Pay] according to company policy. You are requested to complete all handover tasks and submit any pending reports to [Supervisor Name] by [Handover Date].

Please keep us informed if there are any changes to your expected return date. We wish you all the best during this special time.

Sincerely,

[Your Name]

[Your Title]

[Company Name]