



## Samples of maternity leave application format

### Format of leave application for first-time mother

To the Manager,

Subject: Maternity leave application

I am writing to apply for maternity leave. I will be expecting my first child in early \_\_\_\_ and would like to take a leave starting in late \_\_\_\_.

My last day of work will be (date), and I would like to return on (date)

I understand the company's policy requires covered employers to provide up to 12 weeks of unpaid leave for the birth or adoption of a child.

Please let me know if there are any other forms I need to complete or if you need any additional information from me.

Thank you for your time and consideration.

Sincerely,

— —

### Format of leave application for adoption of the child

To the Manager,

Subject: Maternity leave for adoption of a child

I am writing to apply for maternity leave for the adoption of a child. According to company policy, I am eligible for six weeks of leave. I want to use those six weeks immediately following the child's adoption.

Thank you for your time and consideration.

If you have any questions, please do not hesitate to contact me at [PHONE NUMBER].

Sincerely,

[YOUR NAME]



## Format of Paternity leave application

To the Manager,

**Subject: Paternity leave application**

I am writing to request paternity leave for the birth of my child. This will be my first child, and I would like to take a total of six weeks off work, with four weeks immediately following the birth of my child and two weeks at a later date.

I would appreciate your help in arranging my leave. Thank you for your time and consideration.

Sincerely,

[Your name]

## Format of a maternity leave application for teachers

Dear Principal,

**Subject: Maternity leave application**

I am writing to apply for maternity leave. I will be due in late XXX and plan to take leave until the end of the school year.

My due date is XXX, and I would be happy to provide a doctor's note confirming the due date. I want to return to work **on XXX**.

I understand that my position may be filled in the meantime, and I am happy to provide a letter of recommendation or any other documentation you may require.

I am confident that my colleagues will continue to uphold the high standards of this institution in my absence.

Thank you for your time, and I look forward to returning to work in the fall.

Sincerely,

[Your name]



## Format of a rejoining office after maternity leave

To

The Manager

Subject: Rejoining application

I hope this message finds you well. I am writing to let you know that I am ready to return to work after my maternity leave. I have attached a copy of my rejoining application for your records.

I want to inform you that I am rejoining the company on [date]. I am looking forward to coming back and working with you all. Please let me know if there is anything that I can do to prepare for my return.

Thank you for your time and consideration,

[Your name]

## Format of maternity leave application with the option to work from home

To: Manager

Subject: Request for Maternity Leave

Hello Manager,

I am writing to request maternity leave. I am due to give birth in early \_\_\_\_\_ and would like to take a leave of absence for six weeks before and eight weeks after the date of delivery.

I want to work from home during that time if possible. I understand that this may not be feasible for all positions, but I would be grateful if you could consider my request

Please let me know if this is feasible. T

Thank you for your time.

Best, \_\_\_\_\_