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| Insert logo here |
| Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

It is to inform you that your requested maternity leave for the 5th of January has been approved. Your re-joining date shall be on 10th March. In case you require an extension for your leave owing to any complications, you are requested to inform the office in advance.

Miss Jane of the Human Resource department will be filling in for you during your absence. With her prior experience and relevant skills, she is the most suitable candidate for carrying out your work duties while you are on your maternity leave. Kindly brief her about your ongoing projects and existing clients. You are also requested to remain in touch with her through email. Your cooperation shall be appreciated.

The office wishes you the best of luck for welcoming the newborn to the world. We pray that everything goes well.

Your Name

Title

Email