To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Maternity Leave Approval Letter**

Dear Mr./Mrs. [name of Recipient],

This is to inform you that we have reviewed and approved your request for maternity leave of one month. Your absence will start from 20th January 2019 and will end at 20th February 2019. We wish you best of luck and will pray for you for a safe delivery. We will be looking forward to seeing you and your newborn very soon!

Take good care of yourself.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]