Date of writing the letter:

**Subject: Authorization letter for antenatal**

To Whom It May Concern

I, (Mention your name), head of ABC Company authorize Mrs. XYZ to take time off work due to antenatal. She is allowed to stay away from work for 2 weeks from (mention the date) to (mention the date). It is stated that this permission letter should not be used for any other purpose.

If you want to know anything else about this permission, please feel free to contact me.

Yours truly,

Name of the recipient

Signatures

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