Date:

Name:

Name of the company,

**Subject: Early maternity leave**

Dear Mr. ABC,

I am writing this letter to inform you that I am going through pregnancy complications. My doctor has advised me to take the best rest till the end of the pregnancy. Therefore, I have decided to start my maternity leave two weeks earlier than the planned date.

The maternity leave that was granted to me comprised 12 weeks and I was supposed to go on leave from 1st April 2023. Due to my decision to early leave, I am requesting you allow me to take leave for additional 4 weeks.

I aim to complete all my assigned tasks by the end of this month. I am ready to make up for all the meetings after I return to work. Since I have informed you in advance, the company has a sufficient amount of time to find a substitute that can work in my position for these 16 weeks.

I hope that you will allow me to take early maternity leave so that I can focus on my health and welcome my baby. I enjoy working in your company and look forward to a promising career with your company. If I am required to be contacted ever for any reason, I can be reached without hesitation.

Please find the attached medical certificate with this letter. Thank you so much for your support and cooperation.

Regards,

Name of the employee

Designation in the company

Signatures