

# Thomas Livee

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Date: [Insert Date]

**Dear [Recipient's Name],**

This letter is to confirm that your request for maternity leave has been approved in accordance with company policy and applicable labor regulations.

The approved maternity leave details are as follows:

**Employee Name:** Alex Johnson

**Type of Leave:** Annual Leave

**Maternity Leave Start Date:** August 1, 2024

**Expected Return Date:** December 1, 2024

**Total Leave Duration:** 16

During your maternity leave, you will be entitled to maternity benefits as per company policy and statutory requirements.

You are requested to inform the company of any changes to your expected return date in advance. A fitness or medical clearance certificate may be required prior to resuming work.

We wish you good health and a joyful maternity period.

Should you have any questions or need further assistance, please contact Human Resources.

Sincerely,

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**Thomas Livee**

Chief Technology Officer

