

Post Delivery Leave Application Sample #1

From

To

Subject:

Respected sir,

As you know that I am pregnant and now I have been delivered and blessed with a baby girl. As per the doctor's suggestion, I intend to take a rest and be with my child.

Now I want to use my maternity leave from [date] to [date]. For now, I will be using these days as leave. If any changes in case of my health concerns will be intimating you.

Thanking you,

Yours obediently,
