Gabriel Black

13, Victoria Apartments

New Jersey

23rd October, 2007.

To,

Mr. Rupert Wolfe

Manager

XYZ Company

New York.

Ref: Maternity Leave

Dear Mr. Wolfe,

I am writing to confirm that I am pregnant and that my baby is due in the first week of November.  Therefore, I wish to apply for my Maternity Leave starting from 1st November for a period of 12 weeks.  I shall be able to resume duty in the first week of February.

I have enclosed all the relevant medical documents required for the Statutory Medical leave.

In case I have to extend my leave due to any unforeseen event, I shall notify you well in advance and avail my Annual leave for the period required.

I request you to kindly approve the Maternity leave so that I may submit the documents to the HR Department to do the needful.

Thanking You,

Sincerely,

Gabriel Black