

To,  
The Principal,  
Sabang Sajanjikanta Mahavidyalaya,  
Lutunia, Sabang,  
Paschim Medinipur - 721166

Subject: Application for Maternity Leave for \_\_\_\_\_ Week form \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_

Respected Sir,

I, \_\_\_\_\_, Assistant / Associate Professor / SACT / Non-Teaching Staff, have been engaged in teaching / office work for the last \_\_\_\_\_ years. As per discussed with you regarding Maternity Leave for \_\_\_\_\_ weeks, I would like to request you to grant me leave from \_\_\_\_\_ as 1<sup>st</sup> / 2<sup>nd</sup> term of such kind of leave. My due date is near and the expected date is \_\_\_\_\_. My doctor has recommended bed rest. I will join the school on \_\_\_\_\_.

Please allow a temporary teacher to my classes during my absenteeism if applicable. I have already completed \_\_\_\_\_% of the syllabus for all the classes and I will hand over the list of remaining topics to the Head of the department before going on leave.

In the case of an unforeseen situation that can cause changes in the joining date, I will let you know as soon as possible.

Thank you for your understanding and consideration.

Your's Sincerely,

\_\_\_\_\_

Signature & Date

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Enclosers:

1. Prescription mentioning the recommendation for the rest for certain periods due to expected dates as diagnosed by the Hospital / Registered Medical Practitioner

To,  
The Principal,  
Sabang Sajanikanta Mahavidyalaya,  
Lutunia, Sabang,  
Paschim Medinipur - 721166

**Subject – Joining Reports after Maternity Leave (ML)**

Respected Sir,

This is for your kind information that after receiving the fit certificate from the Hospital / Doctor / Medical Practitioner (enclosed herewith for your kind information) I want to join my duty today, \_\_\_\_ \_\_\_\_ \_\_\_\_ (Fore Noon) which may kindly be accepted.

Yours faithfully,

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[Signature with Date]

Mrs/Dr. ....

Designation: .....

Department of .....

Enclosers:

1. Medical fit certificate received from the Hospital / Registered Medical Practitioner