T**o Date:**  
The Manager,  
Company name,  
City name.

Sub: Rejoining application after maternity leave.

Dear sir/madam,

I am writing this regarding my rejoining after maternity leave. I have taken a maternity leave of six months w.e.f **[date]**, which will be going to end on **[date]**.

So please give your approval to get back to my job.

I shall be grateful to you.

Thanking you.

Sincerely,   
your name,  
Designation,  
Employee ID.