Sample Maternity/Paternity Leave Approval Letter

[Your Name]

[Your Title]

[Human Resources Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Maternity/Paternity Leave Approval

I am writing to confirm the approval of your request for maternity/paternity leave from [Start Date] to [End Date]. We understand the importance of family and are committed to supporting you during this special time.

Please consider this email as formal confirmation of your approved maternity/paternity leave. If you require any assistance or need to discuss any arrangements during your absence, please contact our HR department.

We appreciate your dedication to your role and wish you all the best during this exciting period.

Best regards,

[Your Name]

[Your Title]