

Maternity/Paternity Leave Acknowledgement - Heartfelt

Subject: Congratulations! Your Parental Leave is Confirmed

Dear [Employee Name],

Congratulations on the upcoming arrival of your little one! We're thrilled for you and your growing family.

Your maternity/paternity leave request from [start date] to [end date] has been approved. This gives you [X] weeks to bond with your new baby and adjust to your new role as a parent.

We've arranged for [colleague name] to cover your responsibilities during your absence. All your benefits will continue during your leave period, and your position will be waiting for you when you're ready to return.

Please keep us updated on your return date if it changes, but don't feel pressured to decide right away. This is a special time that deserves your full attention.

We can't wait to meet the newest member of your family when you're ready!

With warmest congratulations,

[HR Director Name]

[Company Name]

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