

# Parental Leave Approval

Subject: Parental Leave of Absence Approved

Dear [Employee Name],

Congratulations on your growing family! We are pleased to approve your parental leave request in accordance with our company policy and [FMLA/applicable law].

Your parental leave will begin on [Start Date] and extend through [End Date], providing you with [Number] weeks of leave. This includes [Number] weeks of paid leave followed by [Number] weeks of unpaid leave.

Your health benefits will continue throughout your leave period. Additional information about benefit continuation and premium payments has been sent separately by our benefits administrator.

We have created a transition plan for your responsibilities during your absence. Please coordinate with [Colleague Name] to ensure a smooth handover before your leave begins.

As your return date approaches, please contact HR to discuss any flexible work arrangements you may need during your transition back to work.

We wish you and your family all the best during this special time.

Warm regards,

[HR Manager Name]

[Human Resources Department]

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