

Parental Leave Notification Letter

Subject: Maternity/Paternity Leave Notification

Dear [HR Department/Manager],

I am pleased to inform you that I am expecting a child and would like to formally request maternity/paternity leave under the Family and Medical Leave Act (FMLA) and company policy.

My expected due date is [Due Date], and I plan to begin my leave on [Start Date]. I intend to take [Duration] of leave and expect to return to work on [Return Date], though I understand this date may need to be adjusted based on medical circumstances.

I have reviewed the company's parental leave policy and understand my entitlements and responsibilities. I will provide the required medical certification closer to my leave date and will coordinate with HR regarding benefits continuation during my absence.

To ensure a smooth transition, I am already working on delegating my responsibilities and training [Colleague's Name] to handle my duties during my leave. I will complete all time-sensitive projects before my departure and will prepare detailed handover documentation.

I am committed to making this transition as seamless as possible for the team and our clients. Please let me know what additional documentation or steps are required to process this leave request.

I look forward to returning to my role after bonding with my new child and appreciate the company's support during this important time.

Warm regards,

[Your Name]

[Department]

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