

Family Leave Notice for Child Care

Date: [Insert Date]

To: [Supervisor's Name]

[Company Name]

[Company Address]

Dear [Supervisor's Name],

I am writing to formally notify you of my intention to take family leave for child care, starting on [Start Date] and returning on [Return Date]. This leave is necessary to care for my [Child's Name], who [brief explanation if needed, e.g., "requires my attention during this time due to illness" or "is welcoming a new sibling"].

During my absence, I will ensure to hand over my responsibilities to [Colleague's Name] and provide any necessary documentation to assist in this transition.

Thank you for your understanding and support regarding this matter. I am looking forward to your approval.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]