

# Parental Leave Clarification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Clarification on Company Parental Leave Policy

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the company's parental leave policy, as I would like to ensure that I fully understand the provisions and benefits available to me.

Specifically, I am interested in understanding:

- The duration of parental leave available.
- The process for applying for parental leave.
- Whether the leave is paid or unpaid, and if any benefits are provided during the leave.
- Any additional documentation or requirements needed to process my request.

Thank you for your assistance on this matter. I appreciate your guidance and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]