

Parental Leave Notification

Date: [Insert Date]

To: [Supervisor's Name]

[Company's Name]

[Company's Address]

Dear [Supervisor's Name],

I am writing to formally notify you of my intention to take parental leave due to the adoption of my child. My spouse and I are excited to welcome our new family member and would like to take time off to ensure a smooth transition.

As per company policy, I would like to request parental leave starting from [Start Date] to [End Date]. I will ensure that all my responsibilities are up to date prior to my leave, and I am happy to assist in the transition to my temporary replacement if necessary.

Please let me know if you need any further information or documentation from my side. I look forward to your understanding and support during this special time for my family.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]