

Parental Leave Approval Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Approval of Parental Leave

Dear [Employee's Name],

We are pleased to inform you that your request for parental leave has been approved. Your leave will commence on [Start Date] and will end on [End Date], during which you are entitled to [Details of Leave Entitlement].

During your absence, [Name of the person covering your duties] will be taking over your responsibilities. Please ensure you complete any outstanding tasks before your leave begins.

If you have any questions or need further assistance, do not hesitate to reach out.

Congratulations on this exciting new chapter in your life!

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]