

# Parental Leave Follow-Up

Date: [Insert Date]

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to follow up on my request for parental leave, originally submitted on [Insert Date of Submission]. I wanted to check in regarding the status of my request and to discuss any necessary arrangements that need to be made prior to my leave.

As per our previous discussions, I am planning to take leave starting from [Start Date] and will return on [Return Date]. Please let me know if any further information is needed to process my leave or if there's anything I can assist with to ensure a smooth transition during my absence.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]