

# Parental Leave Notification

Date: [Insert Date]

To: [HR Manager's Name]

From: [Your Name]

Subject: Notification of Parental Leave

Dear [HR Manager's Name],

I am writing to formally notify you of my upcoming parental leave due to the birth/adoption of my child. I intend to take my leave starting from [Start Date] and plan to return to work on [Return Date].

According to company policy, I am entitled to [insert duration] of parental leave. I will ensure that all my responsibilities are managed prior to my departure, and I am happy to assist in the transition process to minimize any disruption.

Please let me know if you need any further information or documentation regarding my leave. I appreciate your support during this time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]