

Parental Leave Notification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally notify you of my upcoming parental leave in accordance with the company's policies regarding adoption. My spouse and I are excited to welcome our new child, and I would like to take time off to support our family during this transition.

My anticipated leave will begin on [start date] and I expect to return to work on [return date]. I will ensure that my responsibilities are managed and transitioned appropriately prior to my leave. I am committed to making this process as smooth as possible for both my team and the company.

Please let me know if you require any further information or if there are forms I should complete prior to my leave. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]