

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Child Care Leave Approval

We are writing to inform you that your request for child care leave has been received and approved. Your leave will commence on [start date] and will conclude on [end date].

During this period, you will be entitled to [mention any specific benefits, if applicable]. Please ensure that all responsibilities are delegated or managed accordingly before your leave begins.

If you have any further questions or need assistance during your leave period, feel free to contact [HR representative or appropriate contact person] at [contact information].

We wish you the best during your time with your child and look forward to your return.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]