

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally notify you that I will be taking child care leave starting from [start date] to [end date]. This leave is necessary to [brief reason, e.g., care for my child during a family matter].

I will ensure that my responsibilities are managed during my absence and will coordinate with my team to ensure a smooth transition.

Thank you for your understanding. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]