

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Approval of Parental Leave

We are pleased to inform you that your request for parental leave has been approved. Your leave will commence on [start date] and conclude on [end date]. During this period, you will be entitled to [briefly outline any benefits or compensation, if applicable].

Please ensure that all necessary arrangements are made to facilitate a smooth transition during your absence. We wish you and your family all the best during this time.

If you have any questions or require further assistance, please don't hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]