

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Confirmation of Paid Parental Leave

Dear [Employee Name],

This letter is to formally confirm the approval of your request for Paid Parental Leave.

According to our records and the documentation provided, your leave details are as follows:

- **Leave Start Date:** [Start Date]
- **Expected Return to Work Date:** [Return Date]
- **Total Duration:** [Number of Weeks/Days]

During this period, you will receive your [Full Salary / Percentage of Salary] in accordance with the company's parental leave policy. Your benefits, including health insurance and seniority, will continue to accrue as per standard policy guidelines.

If you need to request an extension or intend to return to work earlier than the date specified above, please notify [Manager Name or HR Department] at least [Number] days in advance.

We wish you and your family the very best during this special time.

Sincerely,

[Signature]
[Name of HR Representative]
[Title]
[Company Name]