[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Approval of Parental Leave for Bonding with a Newborn

Dear [Employee Name],

We are pleased to inform you that your request for leave to bond with your newborn child has been approved.

Your leave is scheduled as follows:

- **Leave Start Date:** [Start Date]
- **Expected Return to Work Date:** [Return Date]

During this period, your leave will be classified as [Paid/Unpaid/FMLA/State Leave]. You are expected to use [Number] hours of your accrued [Sick/Vacation/PTO] time, as per company policy.

Regarding your benefits, [insert brief detail about insurance premiums or benefits maintenance during leave].

If there are any changes to your expected return date, please notify Human Resources at least [Number] days in advance. We wish you and your family the very best during this special time.

Sincerely,

[HR Representative Name]
[Title]
[Company Name]