[Your Name]
[Your Job Title]
[Department/Clinic Name]
[Date]

To [Manager's Name or HR Department],

Please accept this letter as formal notification that I will be taking a leave of absence for newborn bonding. As a member of the clinic staff, I want to ensure a smooth transition of my patient care duties and administrative responsibilities during my time away.

I intend to start my leave on [Start Date] and expect to return to the clinic on [Return Date].

During my absence, I have coordinated with [Colleague's Name] to cover my primary tasks. I will ensure that all patient charts are updated and all pending laboratory results or follow-ups are addressed before my departure.

I have attached the necessary medical documentation and completed the required HR forms. Please let me know if there are further steps I need to take regarding my benefits or clinical coverage scheduling.

Thank you for your support during this important time for my family.

Sincerely,

[Your Signature]
[Your Printed Name]