## Parental Leave

Subject: Parental leave

Dear [employer’s name],

I'd like to inform you that I'll be going on a [no. of weeks] parental leave starting on [start date]. [If applicable: I'd also like to begin receiving statutory parental pay and any parental leave pay that the company provides.]

My baby is due on [due date]. I'm attaching a certificate to this email that proves this.

Thank you for your help in finalising this request. Please confirm receipt of this email, including the start and end of my maternity leave.

Kind regards,

[Name]

[current job title]

[Contact Number]

[Contact Email]