

The full content of this template is available for download to your shopping cart.

Example content:

Contact Name
Street Address
Suburb State Postal Code

Dear Contact Name,

We wish to confirm approval of your application for *maternity/paternity/ adoption* leave.

Your leave will commence on

Your *maternity/paternity/adoption* leave has been authorised subject to:

a)

b)

Please note that *maternity/paternity/adoption* leave is

You will return to your current position

your period of leave.

Please do not hesitate to contact me should you require further information regarding this matter. In the meantime, we wish you all the best as you plan for the arrival of your child.

Yours faithfully,

Name
Position