[Insert your name here]

[Insert your address]

[Insert the date]

Susan Karpisek

Human Resources and Labour Relations Director

Peace Wapiti School Division #76

8611A - 108 Street

Grande Prairie, AB, T8V 4C5

Dear Ms. Karpisek:

This letter is to notify you that I will be accessing parental leave starting [insert date]. My child was born/will be placed on [insert date here].

At this time, my plan is to return to teaching on [insert date here], but I will confirm this decision in writing at least 4 weeks prior to my return.

I [would or would not] like to maintain my benefit insurance coverage.

Signed,

[Insert your name here]

[Include a doctor’s note with letter #1 confirming pregnancy and expected delivery date]