

SAMPLE LETTER TO EMPLOYER REQUESTING FAMILY, MEDICAL, OR PREGNANCY LEAVE

Dear *[Employer/HR/Supervisor/Manager]*,

I am requesting leave: *[select a reason below]*

- for my own serious health condition.
- to care for a family member with a serious health condition.
- for my pregnancy or childbirth-related disability or related conditions.
- to bond with a newborn, foster, or adopted child.
- to tend to a qualifying exigency arising out of a family member's active-duty military status.

For this reason, I am temporarily unable to work starting *[Insert start date]* until approximately *[Insert end date]*.

I look forward to your prompt response. Please let me know immediately and in writing if you require anything further from me. I appreciate your assistance with this matter.

[Your Name]