

**Sample Letter 17 – Letter for Change in End Date of PDL
(For Approved Combined PDL and Parental Leave)**

[Date]

[Employee Name]
[Employee Address]

Dear [Employee Name]:

Thank you for providing the updated certification reflecting the new end date of the pregnancy disability portion of your Family Medical Leave (FML). Based on the new information, we are enclosing an updated Designation Notice.

As a result, we will assume that the pregnancy disability leave portion of your leave will end on [date]. Then, on [date], your leave will be designated as parental leave. Because you have requested [number] weeks of parental leave, your parental leave will end on [date], and your return to work date will be [date].

If you have questions about this, please let me know.

Sincerely,

[Name]

Cc: Benefits
 [ER/LR/HR, as applicable]

Enclosure: Designation Notice