*Abs.: [your name]| [your street address]| [ZIP code] [City]*

|  |  |  |
| --- | --- | --- |
| [Your Employer]  [Street address]  [ZIP code] [City] |  |  |

Berlin, [Date]

**Anzeige geplanter Elternzeit**

Sehr geehrte [Name of your point of contact at HR],

sehr geehrte Damen und Herren,

hiermit zeige ich an, dass ich zur Betreuung und Erziehung meines Kindes [Name of your child] gemäß § 16 Abs. 1 BEEG eine Elternzeit von [number of full months of parental leave] Monaten in Anspruch nehmen werde.

Meine Elternzeit wird am [first day of parental leave] beginnen und am [last day of parental leave] enden. Vom [first day of parental leave] bis zum [last day of parental leave] werde ich eine zweite Elternzeitphase nehmen.

Bitte bestätigen Sie mir den Eingang dieser Anzeige.

Mit freundlichen Grüßen

[your signature]

|  |  |
| --- | --- |

*Translation - for information purpose only*

*do not send to your employer*

Berlin, [Date]

**Notification of planned parental leave**

Dear [Name your point of contact at HR],

Dear Sir or Madam

I hereby give notice that I will take parental leave of [number of full months of parental leave] to care for and raise my child [name of your child] in accordance with Section 16 (1) BEEG.

My parental leave will begin on [first day of parental leave] and end on [last day of parental leave]. From [first day of parental leave] to [last day of parental leave], I will take a second period of parental leave.

Please acknowledge receipt of this notice to me.