

# Flexible Parental Leave Request

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a flexible parental leave in light of the recent addition to my family. I would like to discuss the possibility of taking my leave from [start date] to [end date], while also proposing a flexible schedule that accommodates my duties to both my family and my role at [Company's Name].

During this time, I am committed to ensuring a smooth transition and would be happy to assist in training a temporary replacement or redistributing my tasks among the team.

I appreciate your understanding and support regarding this matter. I look forward to discussing this request with you at your earliest convenience.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]