

Parental Leave Application

Date: [Insert Date]

To,
[Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I am writing to formally request parental leave from [start date] to [end date] as I will be taking on the primary caregiver role for my child. As per company policy and labor laws, I am entitled to this leave, and I wish to ensure a smooth transition during my absence.

During my leave, I will ensure that all my responsibilities are delegated and will prepare detailed handover notes for the team. I will also be available via email for any urgent matters.

Thank you for considering my application. I look forward to your approval.

Yours sincerely,
[Your Name]
[Your Position]
[Your Contact Information]