

Request for Shared Parental Leave

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request Shared Parental Leave (SPL) in accordance with the company policy and relevant legislation. I am expecting to welcome a child on [due date], and I would like to take advantage of SPL to support my partner and our new child.

Below are the details of my request:

- Start Date of Leave: [Start Date]
- End Date of Leave: [End Date]
- Number of Weeks Requested: [Number of Weeks]
- Intended Pattern of Leave: [e.g., block, continuous, etc.]

I understand the requirement to provide at least eight weeks' notice prior to the start of the leave and will ensure that all procedures are followed accordingly. I have attached the necessary documents, including [mention any supporting documents, if applicable].

Thank you for considering my request. I am happy to discuss this further at your convenience.

Sincerely,

[Your Name]