

Parental Leave Schedule Proposal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Proposal for Flexible Parental Leave Schedule

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose a flexible schedule for my upcoming parental leave, as I prepare for the arrival of my [son/daughter] in [due date]. My goal is to ensure a smooth transition of my responsibilities and ongoing support for the team while also accommodating my family's needs.

I would like to propose the following schedule:

- Start of leave: [Start Date]
- Return to work: [Proposed Return Date]
- Desired flexible work hours during the first few months: [Specify hours or arrangement]

During my absence, I am committed to assisting in the transition of my duties to ensure that all projects and responsibilities are managed effectively. I would be happy to prepare resources and documentation to support my colleagues in my absence.

Thank you for considering my proposal. I am open to discussing this further and finding a solution that works best for both the company and my family. I appreciate your understanding and support during this important time.

Sincerely,

[Your Name]