

# Parental Leave Application

**[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]

Dear [Manager's Name],

I am writing to formally request parental leave following the birth of my child. According to my understanding of the company policy, I am eligible for [number of weeks] weeks of leave. I plan to begin my leave on [start date] and return to work on [return date].

I will ensure a smooth transition by [mention any arrangements made for work coverage or handover]. Please let me know if you require any further information or documentation to process my leave application.

Thank you for your understanding and support during this important time for my family.

Sincerely,

[Your Name]