

Part-Time Parental Leave Arrangement Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to inquire about the possibility of arranging a part-time parental leave under our company policy. As you may know, I am expecting [a child/a new addition to my family] and would like to discuss how I can balance my parental responsibilities with my work commitments.

I am interested in exploring options that would allow me to [state desired arrangement, e.g., work reduced hours, flexible schedule] while ensuring continuity in my responsibilities and contributions to the team.

Could we possibly schedule a meeting to discuss this in more detail? I am eager to find a solution that works well for both the team and my family.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]