

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. I would like to request leave starting on [start date] and plan to return to work on [return date].

This time will be invaluable for me to support my partner and bond with our new baby. I will ensure a smooth transition of my responsibilities before my leave and will be available for any urgent matters via email.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]