

Parental Leave Request

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request parental leave in accordance with the company's policy regarding family leave. I am expecting to welcome my child on or about [Due Date], and I would like to commence my leave starting from [Start Date] and continuing until [End Date].

I understand the importance of my responsibilities at [Company Name] and am committed to ensuring a smooth transition for my workload before my leave. I will ensure that all my current projects are either completed or delegated appropriately before my departure.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]