

Parental Leave Request

Date: [Date]

To: [Manager's Name]

Subject: Request for Parental Leave

Dear [Manager's Name],

I am writing to formally request parental leave due to special circumstances regarding the care of my child. As you are aware, [briefly explain the circumstances, e.g., medical needs, emergencies, etc.].

I would like to request parental leave starting from [start date] and anticipate returning to work on [end date]. I assure you that I will do my utmost to ensure a smooth transition and handover of my responsibilities during my absence.

Thank you for your understanding and support during this time. I look forward to discussing this request with you further.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]