

# Parental Leave Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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/adoption of my child. I am planning to begin my leave on [start date] and anticipate returning to work on [return date].

I expect to take a total of [number of weeks] weeks off, which aligns with the company policy on parental leave. I am committed to ensuring a smooth transition and will ensure that all my responsibilities are managed prior to my departure.

Thank you for considering my request. I look forward to your understanding and support during this important time for my family.

Sincerely,

[Your Name]