

Parental Leave Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a flexible parental leave starting on [Start Date] and ending on [End Date]. As I navigate this important time in my life, I would appreciate the opportunity to adjust my work schedule to better accommodate my family needs.

I propose the following flexible arrangement: [Briefly outline the proposed flexible schedule, e.g., part-time hours, remote work, etc.]. I believe this will allow me to fulfill my duties while also being present for my family.

Please let me know of a convenient time to discuss this matter further. Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]