

Parental Leave Application

Date: [Insert Date]

To,
[Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I am writing to formally request parental leave following the birth of my child. I would like to take [number of weeks] weeks of leave starting from [start date] to [end date].

This is an exciting time for my family, and I appreciate your understanding and support as I transition into this new role as a father. I assure you that I will ensure a smooth handover of my responsibilities and will be available for any urgent matters during my absence.

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

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]