

# Parental Leave Request

Date: [Insert Date]

To: [Supervisor/Manager's Name]

[Company's Name]

[Company's Address]

Dear [Supervisor/Manager's Name],

I am writing to formally request parental leave due to special circumstances surrounding my family. I will need to take leave starting from [Start Date] and plan to return to work on [Return Date].

This leave is necessary because [briefly explain the special circumstances, e.g., medical issues, adoption, etc.]. I believe this time will be essential for me to support my family during this period.

I have ensured that my responsibilities will be managed in my absence, and I am happy to assist in any transitional arrangements required. Please let me know if any documentation or further information is needed to process this request.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]