

Part-Time Parental Leave Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Part-Time Parental Leave

Dear [Manager's Name],

I am writing to formally request a part-time parental leave beginning on [start date] and ending on [end date]. During this period, I would like to adjust my working hours to [specify your desired schedule], allowing me to provide necessary care for my [son/daughter].

I believe this arrangement will ensure minimal disruption to our team and maintain my project commitments. I am happy to discuss how to best facilitate this transition and appreciate your support during this important time for my family.

Thank you for considering my request. I look forward to your understanding and hope to discuss this matter soon.

Sincerely,

[Your Name]