

# Shared Parental Leave Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request Shared Parental Leave (SPL) following the birth/adoption of my child [Child's Name] on [Date of Birth/Adoption]. I would like to take my SPL from [start date] to [end date].

I intend to take [number of weeks] weeks of leave during this period and will provide any necessary documentation as required. I understand that I must give at least [notice period] notice before the leave starts and I will keep you updated of any changes to my plans.

Thank you for considering my request. I look forward to your approval.

Best regards,

[Your Name]