

Application for Unpaid Parental Leave

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request unpaid parental leave from my position at [Company's Name] due to the birth/adoption of my child. I would like to take leave starting from [Start Date] and plan to return to work on [End Date].

This decision was made after careful consideration of my family's needs, and I believe that this time will be crucial for bonding and adjustment.

I am happy to assist in the transition of my responsibilities and ensure a smooth handover before my leave begins.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]