

Parental Leave Work Schedule Change Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Change in Work Schedule Due to Parental Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change in my work schedule due to my upcoming parental leave. As per our company's policy, I would like to discuss the appropriate adjustments to my workload during this period.

My expected leave start date is [Insert Start Date] and I anticipate returning on [Insert Return Date]. During my absence, I propose the following changes to ensure a smooth transition and continued productivity:

- Distribution of my current projects to [Colleague's Name(s)]
- Adjusting deadlines for ongoing assignments
- Implementing a handover process for my responsibilities

I appreciate your understanding and support in this matter. I am happy to meet with you to discuss this request and any further steps needed to ensure a seamless workflow during my leave.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]