

Parental Leave Request Letter

[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]

Dear [Manager's Name],

I am writing to formally request parental leave starting from [start date] to [end date]. This request is due to the arrival of my child, and I would like to take this time to bond and support my family during this important transition.

I will ensure that all my responsibilities are managed and completed before my leave begins. I am happy to discuss a plan with my team to ensure a smooth workflow during my absence.

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

Sincerely,

[Your Name]