

[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 hope this message finds you well. I am writing to formally request parental leave following the arrival of my [son/daughter], expected on [due date].

According to the company's parental leave policy, I would like to request [number of weeks] weeks of leave starting from [start date] and plan to return on [return date]. During my absence, I will ensure that all my responsibilities are managed efficiently by [colleague's name or plan for coverage]. I am committed to a smooth transition and will provide any necessary training or documentation prior to my leave.

Thank you for considering my request. I look forward to discussing this further.

Sincerely,

[Your Name]
[Your Job Title]