

[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 notify you of my intention to take parental leave following the birth/adoption of my child. As per company policy and applicable laws, I plan to begin my leave on [start date] and anticipate returning to work on [return date].

I will ensure that all my responsibilities are managed prior to my leave and will provide a detailed handover plan to [Colleague's Name or Team] to ensure a smooth transition.

Thank you for your understanding and support during this time. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]
[Your Job Title]