

[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 on [Start Date] and ending on [End Date]. As per the company policy and applicable laws, I would like to take [number of weeks/months] for this leave.

I will ensure a smooth transition by [mention any steps you are taking to manage your workload, such as training a colleague or documenting your projects]. I plan to keep in touch during my leave and will be available for any urgent matters if necessary.

Thank you for your understanding and support. I look forward to discussing this with you and finalizing the details.

Sincerely,

[Your Name]
[Your Job Title]