

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally request parental leave in accordance with the company's policy and relevant laws. My anticipated leave would begin on [start date] and is expected to last until [end date].

As per the requirements, I have attached the necessary documentation to support my request. I ensure to hand over my responsibilities and will provide any assistance needed during the transition period.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]