

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

Dear [Supervisor's Name],

I am writing to formally request parental leave from [start date] to [end date] due to [reason, e.g., the birth/adoption of my child].

During my absence, I will ensure that all my current projects are up to date and will provide a comprehensive handover to [Colleague's Name] to manage my responsibilities. I plan to [outline your plan for coverage if applicable].

Thank you for your understanding and support. I look forward to your approval of my request.

Sincerely,

[Your Name]

[Your Job Title]