

[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 notify you of my upcoming parental leave. I am expecting to welcome a new addition to my family on or around [due date]. In accordance with company policy, I intend to take [number of weeks] weeks of parental leave starting from [start date] and plan to return to work on [return date].

I will ensure that all my responsibilities are managed prior to my leave, and I am happy to assist in transitioning my duties to [colleague's name/another team member] during my absence. Please let me know if there are any forms or additional information you require from me at this time. Thank you for your understanding and support.

Sincerely,  
[Your Name]  
[Your Job Title]