

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

Dear [Manager's Name],

I am writing to formally request parental leave following the birth/adoption of my [son/daughter] on [date]. I would like to take leave from [start date] to [end date], in accordance with the company's parental leave policy.

During my absence, I will ensure a smooth transition of my responsibilities. I am happy to assist in training a temporary replacement or preparing my team to cover my duties.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]  
[Your Job Title]