

[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 due to the birth/adoption of my [son/daughter] on [expected due date or adoption date]. I would like to take leave starting from [start date] and anticipate returning to work on [return date].

During my absence, I will ensure a smooth transition by [briefly outline your plan for coverage or handover of responsibilities].

Thank you for your understanding and support during this important time for my family. Please let me know if you need any further information or if there are forms I should complete.

Sincerely,

[Your Name]
[Your Job Title]