[Your Name]
[Your Job Title]
[Your Employee ID]

[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Primary Caregiver Parental Leave Request

Dear [Manager's Name],

I am writing to formally request parental leave as the primary caregiver following the [birth/adoption] of my child. I intend to take [Number] weeks of leave to care for my new family member.

I plan for my leave to begin on [Start Date] and I expect to return to work on [Return Date]. I will notify you as soon as possible should there be any changes to these dates due to the timing of the [birth/placement].

Before my leave begins, I am committed to completing my current projects and ensuring a smooth handover of my responsibilities. I will provide a detailed transition plan for my team by [Date].

Please let me know the next steps for approval and if there are any specific HR forms I need to complete. Thank you for your support during this important time.

Sincerely,

[Your Signature]
[Your Printed Name]