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

[Date]

[Manager's Name]
[Department]

Subject: Request for Secondary Caregiver Parental Leave

Dear [Manager's Name],

I am writing to formally request parental leave as a secondary caregiver following the [birth/adoption] of my child. My partner's expected [due date / placement date] is [Date].

I plan to take [Number] weeks of leave. I intend for my leave to begin on [Start Date] and I expect to return to work on [Return Date].

I am committed to ensuring a smooth transition of my responsibilities before my departure. I will provide a detailed handover note and complete all pending tasks. During my absence, [Colleague's Name] has agreed to be the point of contact for my ongoing projects.

I have attached the required medical documentation as per company policy. Please let me know if there are any further forms or steps I need to complete to finalize this request.

Thank you for your support during this important time for my family.

Sincerely,

[Your Signature]
[Your Printed Name]