[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Subject: Request for Unpaid Statutory Parental Leave

Dear [Manager's Name],

I am writing to formally request a period of unpaid statutory parental leave to care for my child, [Child's Name].

I would like to request leave starting on [Start Date] and ending on [End Date]. I intend to return to work on [Return Date]. This totals [Number] weeks of leave.

I confirm that I am eligible for this leave as I have been employed with the company for more than one year and I have parental responsibility for the child, who was born on/adopted on [Child's Date of Birth/Placement]. If required, I can provide a copy of the [Birth Certificate/Adoption Papers] as evidence.

I will ensure that all my current tasks are handed over or completed before my leave begins. Please let me know if there are specific forms I need to complete or further information you require to process this request.

Thank you for your support.

Sincerely,

[Your Signature]
[Your Printed Name]