[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request parental leave following the upcoming birth or adoption of my child. I am expecting the arrival of my child on or around [Expected Date].

I wish to utilize the company's paid parental leave policy. I plan to begin my leave on [Start Date] and intend to return to work on [Return Date].

Before my leave begins, I am committed to completing my current projects and providing a detailed handover for my colleagues. I will ensure that [Colleague's Name or Team Name] is updated on all my ongoing tasks to maintain a smooth transition.

Please let me know if there are specific forms I need to complete or if you require any further documentation regarding this request. I look forward to discussing this with you further.

Sincerely,

[Your Signature]
[Your Printed Name]