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

To: [Manager Name or HR Department]
[Company Name]

Subject: Request for Intermittent Parental Leave

Dear [Manager Name or HR Contact],

I am writing to formally request parental leave following the [birth/adoption/placement] of my child. I am eligible for leave under [FMLA / State Law / Company Policy].

I would like to request this leave on an intermittent basis rather than as a single block of time. I propose the following schedule:

Start Date: [Date]
End Date: [Date]

Requested Schedule:
[Example: Every Monday and Friday off / Reduced hours daily from 9:00 AM to 1:00 PM / Specific dates listed below]

- [Date/Week 1]
- [Date/Week 2]
- [Date/Week 3]

I am committed to ensuring my responsibilities are met during this period. I plan to manage my workload by [briefly mention plan, e.g., completing tasks during working hours/coordinating with team].

I have attached the required medical certification and documentation. Please let me know the next steps for approval or if we need to discuss adjustments to this schedule.

Thank you for your support.

Sincerely,

[Your Signature]
[Your Printed Name]