

Paternity Leave Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request paternity leave following the birth of my child, expected on [Insert Expected Date]. I would like to request [Insert Duration] of leave, starting from [Start Date] to [End Date].

I understand the importance of my role and will ensure that all my responsibilities are managed prior to my leave. I will make arrangements for my tasks to be handled in my absence and will be available for any urgent matters.

Thank you for your understanding. I look forward to your positive response.

Sincerely,

[Your Name]