

Paternity Leave Approval Confirmation

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Paternity Leave Approval Confirmation

Dear [Employee Name],

We are pleased to confirm that your request for paternity leave has been approved. You are eligible for paternity leave starting from [Start Date] to [End Date], and your expected return date to work will be [Return Date].

Please ensure that all necessary arrangements are made for a smooth transition of your duties during your absence. Should you have any questions or require further assistance, feel free to reach out.

Congratulations on this special occasion in your life!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]