

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss my upcoming paternity leave as my partner and I are expecting our child on [due date]. I would like to formally request paternity leave starting from [start date] and will be away for [duration of leave].

I am committed to ensuring a smooth transition during my absence and will wrap up my current projects and provide detailed handover notes to my team. I am open to discussing how best to manage my responsibilities while I am away.

Please let me know a suitable time for us to meet and discuss this further. Thank you for your understanding and support during this important time for my family.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]