

Paternity Leave Notification

Date: [Insert Date]

To,

[HR Manager's Name]

[Company Name]

[Company Address]

Dear [HR Manager's Name],

I am writing to formally notify you of my intention to take paternity leave as per our company policy. I am expecting the arrival of my child on [Insert Expected Date], and I would like to request leave starting from [Start Date] to [End Date].

Please let me know if you require any further information or documentation to process my request. I appreciate your support during this important time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]