

Paternity Leave Request Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[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, which is expected to occur on [Expected Due Date]. I would like to take [number of weeks] of paternity leave starting from [Start Date] to [End Date].

I have made arrangements to ensure that my responsibilities are covered during my absence and will provide any necessary handover documentation to facilitate a smooth transition.

I appreciate your understanding and support during this important time for my family, and I look forward to your approval of my request.

Thank you for considering my request. Please let me know if you need any further information.

Sincerely,
[Your Name]