

Request for Paternity Leave

[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 on [due date]. In accordance with the company's leave policy, I would like to request [number of weeks] of paternity leave, starting from [start date] to [end date].

I will ensure that all my duties are transitioned appropriately before my leave, and I am happy to assist in training my temporary cover during this period.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]