To: [Manager's Name / HR Department]

From: [Your Name]

Date: [Current Date]

Subject: Paternity Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request paternity leave following the birth of my child. My partner's expected due date is [Expected Due Date].

I plan to take [Number of Weeks/Days] of leave. I intend for my leave to begin on [Start Date] and I expect to return to work on [Return Date]. I understand that these dates may shift slightly depending on the actual date of birth, and I will keep you updated if any changes occur.

Before my leave begins, I will ensure that all my current projects are up to date and will provide a detailed handover for my colleagues. I am happy to discuss my coverage plan with you to ensure a smooth transition during my absence.

Please let me know what next steps I need to take or if there are any specific forms I need to complete for the HR department.

Thank you for your support during this important time for my family.

Sincerely,

[Your Signature]

[Your Printed Name]