[Your Name]
[Your Job Title]
[Employee ID Number]

[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Formal Request for Paternity Leave

Dear [Manager's Name],

I am writing to formally request paternity leave following the birth/adoption of my child. My partner's expected due date is [Date], and I would like to begin my leave on [Start Date].

I plan to take a total of [Number] weeks of leave, returning to work on [Return Date]. I understand that this date may change slightly depending on the actual timing of the birth/arrival.

To ensure a smooth transition, I will complete my current projects and provide a detailed handover for my colleagues before my leave begins. While I am away, [Colleague's Name] will be the point of contact for my ongoing responsibilities.

I have attached the required medical/legal documentation to this letter. Please let me know if there are any additional forms I need to complete.

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

Sincerely,

[Your Signature]
[Your Printed Name]