[Your Name]
[Your Employee ID]
[Your Department]

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Subject: Advance Notice of Paternity Leave Request

Dear [Manager's Name],

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

I plan to start my leave on [Proposed Start Date] and expect to return to work on [Proposed Return Date]. I understand that the exact start date may change depending on the timing of the birth, and I will keep you updated as the date approaches.

Before my leave begins, I will ensure that all my current tasks are up to date and will provide a detailed handover for my colleagues to manage my responsibilities during my absence.

I have attached the required medical documentation [e.g., MAT B1 form or equivalent] to this letter. Please let me know if there are any additional forms or procedures I need to complete to formalize this request.

Thank you for your support during this time.

Sincerely,

[Your Signature]
[Your Printed Name]