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

[Date]

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

Subject: Request for Intermittent Paternity Leave

Dear [Manager's Name],

I am writing to formally request paternity leave following the birth/adoption of my child, expected on or around [Expected Date].

I would like to request that this leave be taken on an intermittent basis rather than as a single continuous block. I am proposing the following schedule:

- **Initial Absence:** From [Start Date] to [End Date] (e.g., the first two weeks).
- **Intermittent Period:** Starting [Date], I propose working [Number] days per week and taking leave on [Specific Days, e.g., Mondays and Fridays] until [Final End Date].

I am committed to ensuring a smooth transition during my periods of absence. I plan to [mention brief coverage plan, e.g., complete pending projects or hand over tasks to specific colleagues] before my leave begins.

I have attached the required medical certification/documentation as per company policy. I am happy to discuss this schedule further to ensure it aligns with the team's operational needs.

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

Sincerely,

[Your Signature]
[Your Printed Name]