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

[Date]

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

Subject: Request for Unpaid Paternity Leave

Dear [Manager's Name],

I am writing to formally request a period of unpaid 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 am requesting a total of [Number] weeks of unpaid leave, and I plan to return to work on [Return Date].

In preparation for my absence, I will ensure that all my current projects are up to date and will provide a detailed handover note for my team. I am happy to discuss how my responsibilities can be managed during this time to ensure a smooth transition.

Please let me know the next steps for approval and if there are any specific forms I need to complete.

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

Sincerely,

[Your Signature]
[Your Printed Name]