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

[Date]

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

Dear [Manager's Name],

I am writing to formally request a short-term paternity leave following the birth/adoption of my child. I intend to take [Number] days/weeks of leave to support my family during this time.

My leave is expected to begin on [Start Date] and I plan to return to work on [Return Date]. I understand that these dates may shift slightly depending on the timing of the birth, and I will keep you updated on any changes.

To ensure a smooth transition, I will complete my current tasks and prepare a handover document for my team before my departure. I am also happy to discuss how my responsibilities will be covered during my absence.

Thank you for your support and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]