[Your Name]
[Your Job Title]
[Date]

To: [Manager's Name or HR Department]
[Company Name]

Subject: Paternity Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request paternity leave following the birth/adoption of my child. I intend to take [Number] weeks of leave starting on [Start Date] and expect to return to work on [Return Date].

As I currently hold a managerial position, I have developed a transition plan to ensure my responsibilities are covered during my absence. My primary duties will be handled as follows:

- **[Project/Task A]:** Will be overseen by [Colleague's Name].
- **[Project/Task B]:** Will be managed by [Colleague's Name].
- **Team Approvals:** [Name] will handle urgent approvals and direct reports.

I will ensure all necessary files and handovers are completed before my start date. I am also available to discuss this plan in person to make any required adjustments.

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

Sincerely,

[Your Signature]
[Your Printed Name]