[Your Name]
[Your Employee ID]
[Your Phone Number]

[Date]

[Manager's Name]
[Company Name]

Subject: Emergency Paternity Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request emergency paternity leave, effective immediately, [Date], due to the early onset of labor / unforeseen medical complications regarding the birth of my child.

As this is an emergency situation, I was unable to provide the standard notice period. I intend to take [Number] days/weeks of leave and expect to return to work on [Return Date].

I have informed [Colleague's Name] of my urgent tasks, and I will submit any required medical documentation or formal HR forms as soon as possible. I will keep you updated if my expected return date changes.

Thank you for your immediate understanding and support during this time.

Sincerely,

[Your Signature]
[Your Printed Name]