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

[Date]

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

Subject: Paternity Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request paternity leave following the birth of my child. My partner gave birth on [Date of Birth], and I would like to request time off to support my family and care for our newborn.

I am requesting leave to begin on [Start Date] and I plan to return to work on [Return Date]. This totals [Number] weeks of leave.

During my absence, I have ensured that [Name of Colleague] is briefed on my current projects to handle any urgent matters. I will also make sure all my pending tasks are completed or handed over before my leave begins.

I have attached the necessary medical documentation/birth certificate as required by company policy. Please let me know if there are any further forms I need to complete.

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

Sincerely,

[Your Signature]
[Your Printed Name]