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

[Date]

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

Subject: Request for Paternity Leave

Dear [Manager's Name],

I am writing to formally request paternity leave following the birth/adoption of my child. My partner is expected to give birth/the child is expected to be placed on or around [Expected Date].

I intend to take [Number] weeks of leave. I would like my leave 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 actual arrival of the child, and I will keep you updated as the date approaches.

In preparation for my absence, I will ensure that all my current tasks are up to date. I am happy to discuss a plan for handling my responsibilities and handing over my workload to [Colleague's Name or Team Name] before my leave begins.

I have attached the required medical documentation/certification for your records. Please let me know if there are any additional forms or procedures I need to complete.

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

Sincerely,

[Your Signature]
[Your Printed Name]