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

[Manager's Name or HR Department]
[Company Name]
[Company Address]

Re: Paternity Medical Leave of Absence Request

Dear [Manager's Name],

I am writing to formally request a medical leave of absence for paternity reasons following the birth of my child. I intend to take [Number] weeks of leave to care for my newborn and support my partner's recovery.

I anticipate my leave will begin on [Start Date] and I expect 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.

During my absence, I will ensure that my current projects are handed over to [Colleague's Name] or are completed before my departure. I am happy to discuss a transition plan to ensure my responsibilities are covered while I am away.

Please let me know what formal documentation or internal forms are required to process this request. Thank you for your support during this important time for my family.

Sincerely,

[Your Signature]
[Your Printed Name]