

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

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

Subject: Request for Extension of Paternity Leave

Dear [Manager's Name],

I am writing to formally request an extension of my current paternity leave. My leave is currently scheduled to end on [Original Return Date]. However, I would like to request an extension of [Number of Days/Weeks] to continue supporting my family.

If my request is approved, my new expected return date to work will be [New Return Date].

During my extended absence, I will remain available via email for any urgent questions or to assist with the transition of my tasks if necessary. I am committed to completing all outstanding projects upon my return.

I have attached the required medical documentation [if applicable] to support this request. I appreciate your understanding and support during this important time for my family.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]