

[Company Name]

[Company Address]

[Date]

[Employee Name]

[Employee Address]

Subject: Approval of Paternity Leave

Dear [Employee Name],

We are pleased to inform you that your request for paternity leave has been approved. Congratulations on the upcoming addition to your family.

Your leave is scheduled to begin on **[Start Date]** and end on **[End Date]**. We expect you to return to work on **[Return Date]**.

During your absence, your responsibilities will be handled by [Colleague's Name or Department]. If there are any changes to your expected start or return dates, please notify [Manager Name or HR] as soon as possible.

We wish you and your family the very best during this special time.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]