

[Company Name]
[Company Address]
[Date]

To: [Employee Name]
Employee ID: [ID Number]

Subject: Conditional Approval of Paternity Leave

Dear [Employee Name],

We have received your request for paternity leave starting on [Start Date] and ending on [End Date].

We are pleased to inform you that your request is **conditionally approved**. Final approval is subject to the completion of the following requirements:

- Submission of a birth certificate or medical certificate confirming the expected date of birth.
- Completion of a formal hand-over plan for your current projects and responsibilities.
- [Additional Condition, e.g., Final signature from Department Head].

Please provide the outstanding documentation by [Deadline Date]. Once these conditions are met, we will issue a final confirmation letter regarding your leave and your anticipated return-to-work date of [Return Date].

If you have any questions regarding your benefits or the status of your leave, please contact the Human Resources department.

Congratulations and best wishes to you and your family.

Sincerely,

[Sender Name]
[Title]
[Company Name]