

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

[Date]

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

Subject: Notification of Paternity Leave

Dear [Manager's Name],

I am writing to formally notify you that my partner is expecting a child. The estimated due date is [Date].

I intend to take my paternity leave to support my partner and bond with our new child. I plan to start my leave on [Start Date] and expect to return to work on [Return Date].

Please let me know the necessary steps to formalize this request and if there are any specific forms I need to complete. I have attached the [Medical Certificate/Proof of Pregnancy] as required by company policy.

During my absence, I will ensure that my current projects are handed over to [Colleague's Name] or are up to date to minimize any disruption to the team.

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

Sincerely,

[Your Signature]
[Your Printed Name]