

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

[Date]

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

Subject: Request for Paternity Leave for Newborn Care

Dear [Manager's Name],

I am writing to formally request paternity leave to care for my newborn child. My partner is expected to give birth on [Expected Due Date], and I would like to begin my leave on [Start Date].

I plan to take [Number] weeks of leave, returning to work on [Return Date]. During my absence, I will ensure that all my current projects are up to date. I have attached the necessary medical documentation regarding the birth for your records.

Please let me know if there are any specific forms or additional procedures I need to complete to finalize this request. I am happy to discuss a plan for my coverage while I am away.

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

Sincerely,

[Your Signature]  
[Your Printed Name]