

[Your Name]
[Your Employee ID]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

Subject: Notice of Intent to Take FMLA Leave for Paternity

Dear [Manager's Name or HR Representative],

I am writing to formally request a leave of absence under the Family and Medical Leave Act (FMLA) for the birth and care of my newborn child. I intend to take this leave to bond with my child and support my family during this time.

I anticipate my leave will begin on or around [Expected Start Date] and I expect to return to work on [Expected Return Date]. I plan to take a total of [Number of Weeks] weeks of leave.

I understand that I may be required to provide medical certification or documentation regarding the birth. Please let me know what specific forms or additional information you require to process this request.

Before my leave begins, I will ensure that my current projects are up to date and will provide a transition plan for my responsibilities to [Colleague's Name or "my team"]. I am committed to making this transition as smooth as possible.

Thank you for your support and for assisting me with this process.

Sincerely,

[Your Signature]

[Your Printed Name]