

[Your Name]
[Your Employee ID]
[Your Department]

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Subject: Request for Extension of Paternity Leave - Surgical Delivery

Dear [Manager's Name],

I am writing to formally request an extension of my current paternity leave. My spouse/partner recently underwent a surgical delivery (Cesarean section) on [Date of Birth].

Due to the nature of the surgery, the recovery period is longer than anticipated. My presence is required at home to assist with her post-operative care and to look after our newborn during this recovery phase.

My original leave was scheduled to end on [Original End Date]. I would like to request an extension of [Number] additional weeks, bringing my new return-to-work date to [New Return Date].

I have attached the medical certificate confirming the surgical procedure and the recommended recovery timeline. I am happy to discuss how my workload can be managed during this extended absence or provide any further documentation required.

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

Sincerely,

[Your Signature]
[Your Printed Name]