

Paternity Leave Letter

Dear [Employer's Name],

I hope this letter finds you well. I am writing to formally request paternity leave to be taken in accordance with the company's policies and applicable laws. My wife is expecting the birth of our child, and I would like to be there to support her during this special time and to bond with our new family member.

The expected date of delivery is [Expected Date], and I would like to commence my paternity leave from [Start Date] for a duration of [Number of Weeks] weeks. During my absence, I will ensure that all my pending tasks and responsibilities are appropriately delegated or completed to minimize any impact on the team's workflow.

I am committed to ensuring a smooth transition during my absence, and I am more than willing to assist in training a temporary replacement, if necessary. I will also remain accessible for any urgent matters that may require my attention during my leave.

As required, I have attached the relevant documentation, including a medical certificate confirming my spouse's pregnancy and the expected due date. I understand that any further documentation or information needed can be provided promptly upon request.

I value my position within the company and the teamwork that contributes to its success. I am confident in the abilities of my colleagues to handle matters in my absence and will do my best to make the transition as seamless as possible.

Please let me know if there is any additional information or process that needs to be followed in arranging my paternity leave. I am more than happy to comply with any further requirements.

Thank you for considering my request. I look forward to returning to work after my paternity leave, re-energized and ready to contribute fully to the team.

Sincerely,

[Your Name]