

Formal Paternity Leave Letter

Subject: Request for Paternity Leave

Dear [Manager's Name],

I am writing to formally request paternity leave due to the upcoming birth of my child. I would like to avail [number of days] of leave starting from [start date] to [end date].

Please let me know if any documentation is required. I will ensure all my current tasks are handed over appropriately before my leave.

Thank you for your consideration.

Sincerely,

[Your Name]

[Designation]

[Date]

Get more templates here: <https://www.lettersandtemplates.com/letters/paternity-leave-letter>