

Provisional Paternity Leave Request Letter

Subject: Provisional Paternity Leave Request

Dear [Manager's Name],

I would like to provisionally request paternity leave in anticipation of my child's birth, expected around [due date]. I plan to take [number of days] starting from the birth date and will confirm exact dates once the event occurs.

I will ensure a smooth handover of all tasks before my leave.

Thank you for your understanding.

Sincerely,

[Your Name]

[Designation]

[Date]

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