

Formal Paternity Leave Letter with Documentation

Subject: Paternity Leave Request with Supporting Documents

Dear [HR Manager's Name],

I am writing to request paternity leave from [start date] to [end date] due to the birth of my child.

Please find attached the required medical certificate and birth documents for your records.

I will ensure my responsibilities are managed and delegated appropriately during my absence.

Thank you for considering my request.

Sincerely,

[Your Name]

[Designation]

[Date]

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