

Heartfelt Paternity Leave Request Letter

Subject: Request for Paternity Leave

Dear [Manager's Name],

I am delighted to share that my spouse and I are expecting a child on [due date]. I would like to request [number of days] of paternity leave starting from the birth to support my family during this special time.

I will make sure all my work is organized and delegated before my leave.

Thank you for your support.

Warm regards,

[Your Name]

[Designation]

[Date]

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