

Paternity Leave Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I hope this letter finds you well. I am writing to formally request paternity leave in accordance with the company's policies. My wife and I are expecting the birth of our child, and I would like to take some time off to support her and bond with our new family member.

I am planning to take paternity leave starting from [start date] to [end date], a total of [number] weeks. During this period, I will ensure that all my pending tasks and responsibilities are handed over to a colleague or completed prior to my leave. I understand the importance of maintaining the workflow of the team and will make every effort to ensure a smooth transition during my absence.

I believe that taking paternity leave is crucial for me to fulfill my responsibilities as a husband and father, and to actively participate in the care and well-being of my family during this significant life event. I am committed to returning to work on [return date] and resuming my duties with renewed dedication.

Please let me know if there are any specific procedures or forms I need to complete to formalize this request. I appreciate your understanding and support in this matter. If there are any urgent matters that require my attention before my leave, please do not hesitate to inform me so that I can address

them promptly.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Employee ID]

[Signature if submitting a physical copy]