

Casual Paternity Leave Email

Subject: Paternity Leave Request

Hi [Manager's Name],

I hope you are doing well. I wanted to let you know that my spouse is expecting soon, and I would like to take paternity leave from [Start Date] to [End Date].

I have arranged my tasks and briefed [Colleague Name] to cover for me. Please let me know if this works for you.

Thanks in advance,

[Your Name]

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