

Emotional and Appreciative Paternity Leave Letter

Subject: Paternity Leave Request

Dear [Manager's Name],

I am excited to share that my spouse is expecting, and I would like to request paternity leave from [Start Date] to [End Date] to support my family during this special time.

I appreciate your understanding and support, and I have arranged for all my work commitments to be handled in my absence. Thank you for giving me this opportunity to be present for my family.

Warm regards,

[Your Name]

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