

Professional Paternity Leave Letter

Subject: Request for Paternity Leave

Dear [Manager's Name],

I am writing to formally request paternity leave starting from [Start Date] to [End Date] as my spouse is expecting the birth of our child.

I have ensured that all my current responsibilities are up to date and have delegated ongoing tasks to [Colleague Name] during my absence. I kindly request your approval for this leave and will remain available for any urgent matters if required.

Thank you for your understanding.

Sincerely,

[Your Name]

[Designation]

[Department]

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