

Conditional Paternity Leave Letter

Subject: Provisional Paternity Leave Request

Dear [Manager's Name],

I would like to request provisional paternity leave from [Start Date] to [End Date], subject to confirmation of my spouse's delivery date. I will keep you updated and provide exact dates as soon as possible.

I have coordinated with my team to ensure that my responsibilities are covered in my absence.

Thank you for your consideration.

Sincerely,

[Your Name]

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