

Short and Concise Paternity Leave Message

Subject: Paternity Leave

Dear [Manager's Name],

I am requesting paternity leave from [Start Date] to [End Date] due to the upcoming birth of my child.

I have arranged my duties to ensure minimal disruption during my absence.

Thank you for your consideration.

Best regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/paternity-leave-request-letter>