

# Paternity Leave Application

Date: \_\_\_\_\_

To,

The Manager,

\_\_\_\_\_ [Company/Department Name]

\_\_\_\_\_ [Company Address]

## Subject: Application for Paternity Leave

Dear Sir/Madam,

I am writing to formally request paternity leave from \_\_\_\_\_ [Start Date] to \_\_\_\_\_ [End Date] due to the impending birth of my child. I wish to support my spouse during this special period.

I kindly request you to grant me \_\_\_\_\_ [Number of Days] days of paternity leave as per company policy. During my absence, I will ensure all my responsibilities are handed over appropriately.

I look forward to your approval.

Thank you.

Yours sincerely,

\_\_\_\_\_ [Your Name]

\_\_\_\_\_ [Employee ID]

\_\_\_\_\_ [Designation]

\_\_\_\_\_ [Contact Number]

## Important Notes:

- Paternity leave duration and eligibility depend on company policies and local laws.
- Attach supporting documents (e.g. expected delivery date, medical certificate) if required.
- Inform your reporting manager and ensure proper handover of duties before leave.
- Mention accurate dates and provide adequate notice for processing.
- Retain a copy of your application and confirmation for future reference.