

Application for Paternity Leave

Date: / / 202..

Place.....

To

.....

.....

Sub: Application for Casual Leaves fordays ie from

dt :/..../202.. to dt :/..../202.. -Reg

Sir !

I am happy to inform you that my wife.....and I
have been Blessed with a baby boy/girl.

I need to stay with her until she Recover

I, therefore, request you for paternity leave for a period ofdays,
beginning from..... to.....

Thanking you Sir ...

Yours faithfully

Signature

Name :

Cell No:

School

Mandal :

Dist :

Here enclosed with req docs