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<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Recipient's Name>>  
<<Company / Employer's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

I am writing to inform you that my [mother] is pregnant and that the baby is due to be born on <<date>>. I would like to start on <<date>> and I plan to be away from work for [one] [two] weeks.

I would like my [Statutory Paternity] [Company] Pay] to commence paid on <<date as above>> and for that purpose I declare that:

- [I am the baby's biological father] [I am living with the mother] [I am married/in a civil partnership with the mother], [I am an immediate relative.] [I am a family relationship but am not an immediate relative.]
- I have responsibility for the child's upbringing; and
- I will take time off to care for the child.

I would like to take this opportunity to thank you for your support and look forward to hearing from you.

Yours sincerely

<<Name & Title>>

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