

[Print on Em

sert Address]

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

<<Date>>

Dear << >>

Congratulations and thank you for
and the date on which the baby is

ner's] [wife's] [civil partner's] pregnancy

I am pleased to tell you that as you
birth, and because you have been
giving notice of the birth, you are e

weeks notice of your child's expected
y name>> for at least 26 weeks prior to
e.

We note that you wish to take [one
subsequently wish to change this o
Manager/HR Officer>>.

Leave starting on <<date>>. Should you
give at least 21 days notice to <<Line

If you do not return to work at the e
to work. However, you may be en
immediately following the end of y
consideration.

you may lose your statutory right to return
r Time Off for Dependants to run
enclose our policies on these for your

Please do not hesitate to contact r

y questions.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company

Enc. 1) Paternity Leave Policy
2) Parental Leave Policy
3) Time Off for Dependants

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