

[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

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

I regret to inform you that you are
provided us with at least 15 weeks
<<Company name>> for at least 2

Leave because [you have not
or [you have not worked for
s valid notice of the birth].

You may however be eligible for P
copies of our Paternity Leave, Par
information.

ff for Dependants. I enclose
f for Dependants Policies 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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