

<<Employee's Name>>

<<Address>> <<Address>> <<Post Code>>

<<Recipient's Name>>

<<Address>> <<Address>> <<Post Code>>

<<Date>>

Dear << >>

<<Company / Employer's Name>>

[I am due to return from my Paterr

Paternity Leave] and I am the pare

under 18 who receives Disability L

my child and would like to request

This letter constitutes my application

working pattern. [I have not made

made << >> prior application[s], d

My current working pattern is << In

change my working pattern to << Ir

As to how this will affect my job an

effect you think a change in your v

these effects, I feel that they could employer could deal with the effec

If this application is successful, I w

such responsibilities.

job-sharing etc.>>.

of <<Date>>.

Yours sincerely

<<Name & Title>>