

[Print on

r insert Address]

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

<<Date>>

Dear << >>

ates

Thank you for your notification of the
circumstances I think it would be of
brief meeting to discuss your taking

ish to take your parental leave. Under the
and the Company if we were to have a
ate>> at <<time>>.

I enclose a copy of our Parental Leave
questions that you may have.

mation, and will, of course, answer any

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Name>>

Enc. Parental Leave Policy

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