

[Print on front of envelope] or insert Address]

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

<<Date>>

Dear << >>

**Dates**

Thank you for your notification of the dates you wish to take your parental leave. We confirm these as <<Dates>>.

You are not required to give any further notice. However, if you wish to change the dates, please notify us. <<individual/title>> with at least <<Notice Period>> notice.

We wish to retain these dates for leave. If you wish to leave early you must provide

There is no need to have a meeting to discuss this. We will enclose a copy of our Parental Leave Policy with this letter. Please contact me if you have any queries.

We will discuss this with you unless you would prefer to do so and I will be happy to do so. Please do not hesitate to contact

Yours sincerely

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

Enc. Parental Leave Policy

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