

[Print on front of envelope or insert Address]

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

<<Date>>

Dear << >>

dates

Following our meeting on <<date>> we agreed, start on <<date>> and finish on <<date>>

that your Parental Leave will, as

If you should wish to change these dates, please let me know, giving me at least <<weeks>> notice before your revised Parental Leave start. In the event that, having started your Parental Leave you wish to re

start. In the event that, having started your Parental Leave you wish to re-start, please give me at least <<1 week's>> notice.

Please do not hesitate to contact me if you have any further questions.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

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