

[Print on one side of the paper or insert Address]

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

<<Date>>

Dear << >>

dates

Further to our meeting on <<date>> we are sorry to hear that we feel that your taking any leave at this time would prove unduly disruptive to your business due to <<insert reasons>>, and that as a result your Parental Leave will be postponed until after <<date>>.

You are of course free to take Parental Leave after <<date>> and I would be grateful if you would confirm whether or not you would like to take it, and if so the dates on which you would like to take it.

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

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

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