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

<<Date>>

Dear <<   >>

...ates

Further to our meeting on <<date>... ...hat we feel that your taking any leave at this time would prove unduly disru... ...usiness due to <<insert reasons>>, and that as a result your Parental Leav... ...til after <<date>>.

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

Please do not hesitate to contact ...

Yours sincerely

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