

## Maternity Leave Curtailment

Dear <<name of person to whom to be sent, e.g. HR Manager>>

This letter is to advise you that I wish to end my maternity leave to an end early in order to take shared parental leave. I wish my maternity leave to come to an end on <<insert date>>.

I understand that the date on which my maternity leave must be at least:

- eight weeks after the date of my birth;
- two weeks after I give birth;
- one week before what would have been the end of my additional maternity leave.

I understand that my maternity leave cannot be extended and that normally it will not be possible for me to revoke this notice.

EITHER:

[I enclose with this letter a notice of my intention to take Shared Parental Leave]

OR

[I confirm that my partner has given me notice of his intention to take Shared Parental Leave and that he has consented to the amount of Shared Parental Leave that my partner and I wish to take.]

Yours sincerely

<<Name of employee>>

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