

Request to Cancel a Period

to Take Shared Parental Leave

**To be given by a parent who
has an existing parental leave
request**

to Cancel an Existing Parental Leave Request

Name of Employee

Dear <<name of person to whom
this request is being made>>

(e.g. HR Manager)>>

Request to cancel shared parental leave

I refer to the Request for Leave
intending to take Shared Parental
Leave that I made on <<insert
original end date>>.

<<insert original start date>> stating that I was
intending to take Shared Parental
Leave from <<insert original start date>> to <<insert
original end date>>.

I am now writing to cancel that Shared
Parental Leave request.

I am now writing to cancel that Shared
Parental Leave request. I will not now be taking
Shared Parental Leave.

I understand that this cancellation
does not affect the total number of requests for
Shared Parental Leave that I am allowed to
make.

I understand that this cancellation
does not affect the total number of requests for
Shared Parental Leave that I am allowed to
make.

Yours sincerely

<<Name of employee>>

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