

[Print on

Insert Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Name>>,

Statutory Paternity Leave [a

Thank you for advising us that

ry Paternity Leave [and Pay].

Unfortunately, as you have not worked for the Company for 26 continuous weeks calculated as at the end of the week you were notified of the adoptive match, you are not eligible for

the Company for 26 continuous weeks. You were notified of the adoptive match on <<Date>> [and Pay].

If you have any queries about Statutory Paternity Leave (and Pay), please contact <<Name & Position>> or me.

Do not hesitate to speak to <<Insert Name & Position>>.

Yours sincerely,

<<Name>>
<<Title>>

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