[*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 n... e Company for 26 continuous weeks calculated as at the en... u were notified of the adoptive match, you are not eligible for ... e **[**and Pay**]**.

If you have any queries abou... ot hesitate to speak to <<Insert Name & Position>> or me.

Yours sincerely,

<<Name>>
<<Title>>