

[Print on Company Letterhead Address]

<<Name>>
<<Address>>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Re: Shared Parental Leave Days

Dear <<Name>>

We hope you are enjoying your shared parental leave. As you know, we are expecting you to return to work from your shared parental leave you may return to work without bringing your shared parental leave days need not be limited to your usual work like appraisals or team meetings.

As you know, we are expecting you to return to work from your shared parental leave you may return to work without bringing your shared parental leave days need not be limited to your usual work like appraisals or team meetings.

[I understand that you have not used any shared parental leave days so far.] I would like to invite you to return to work for <<Insert Number of Hours>> for a period of <<Insert Number of Hours>>

[I understand that you have not used any shared parental leave days so far.] I would like to invite you to return to work for <<Insert Number of Hours>> for a period of <<Insert Number of Hours>>

If you are entitled to receive statutory sick pay you shall pay you for the number of hours you attend work on a SPLIT day at the rate of <<State Rate of Pay>>.

If you are entitled to receive statutory sick pay you shall pay you for the number of hours you attend work on a SPLIT day at the rate of <<State Rate of Pay>>.

Please be aware that you are unable to attend work and we will ensure that any important information is made available to you when you return to work.

Please be aware that you are unable to attend work and we will ensure that any important information is made available to you when you return to work.

If you would like to attend or if you have any queries please contact me by <<Date>> and I will make the necessary arrangements.

If you would like to attend or if you have any queries please contact me by <<Date>> and I will make the necessary arrangements.

Yours sincerely,

<<Name>>
<<Title>>

S
A
M
P
L
E