

[Print on Company Letterhead Address]

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

<<Date>>

Re: Shared Parental Leave - <<Insert Description of Event>> - <<Insert Date>>

Dear <<Name>>

Thank you for your request to work for <<Insert Description of Event>> (a "Split" day[s]) on <<Date>> for <<Insert Description of Event>>.

As you know, we are expecting you to return to work from your shared parental leave on <<Date>>. However, during your shared parental leave you may return to work for up to 20 days without bringing your shared parental leave to an end.

[We are pleased to confirm that your request for <<Insert Description of Event>> (a "SPLIT" day[s]) has been accepted. You will be contacted directly during your shared parental leave period e.g. 3 Days>> to make the appropriate arrangements for your return to work from the <<Name of Event>>.] If you are entitled to receive shared parental leave for <<Insert Description of Event>> week(s)>> in which we have agreed you can attend work, you will still receive your normal pay. In addition, we shall pay you for <<Insert Description of Event>> the number of hours that you work on <<Date>> at the rate of <<State Rate of Pay>>.]

OR

[Having carefully considered the Company's requirements, we regret to inform you that we are not able to accommodate your request for <<Insert Description of Event>> (a "SPLIT" day[s]) due to <<Provide Details of Reasons behind the decision>>.]

Thank you for offering to work for <<Insert Description of Event>> (a "SPLIT" day[s]) during your shared parental leave. As we are unable to accommodate your request, you will return from shared parental leave on <<Insert Date>>.]

Please do not hesitate to contact me if you have any questions.

Yours sincerely,

<<Name>>
<<Title>>

S
A
M
P
L
E