**APPENDIX 11D – EMPLOYERS’ HANDBOOK**

**SAMPLE LETTER -** *(Text in blue needs to be amended as appropriate. Text in red needs to be removed before issuing.)*

**CONFIRMATION OF SHARED PARENTAL LEAVE BOOKING**

Date dd/mm/yy

Dear ....................

Thank you for your notice to take Shared Parental Leave commencing on dd/mm/yy.

We confirm that you are entitled to take Shared Parental Leave as set out in your notification.

I can confirm that you will be away from work on Shared Parental Leave from dd/mm/yy to dd/mm/yy. [If leave is discontinuous then please amend as needed]You are expected to return to work on the first working day after your leave period ends.

During your leave period you will receive Statutory Shared Parental Pay from dd/mm/yy to dd/mm/yy. [If leave is discontinuous, or where no pay is applicable then please amend as needed].

If you wish to vary or reduce the leave that you have booked, you must give at least eight weeks notice before any amended dates occur. A notice to vary your booked leave will count as a new notice thereby reducing your entitlement to make three statutory notifications by a further one.

If you have any questions about any aspect of your Shared Parental Leave and/or pay entitlement, please do not hesitate to speak to **[insert name of individual/the HR department]**.

Yours sincerely

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