**APPENDIX 11C – EMPLOYERS’ HANDBOOK**

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

**CONFIRMATION OF ENTITLEMENT TO SHARED PARENTAL LEAVE**

Date dd/mm/yy.

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

Thank you for advising us of your entitlement to take Shared Parental Leave.

We confirm that, based on the information you have provided us, you are entitled to take Shared Parental Leave.

We can confirm that you currently have ........... weeks of Shared Parental Leave to take. You have ..................... weeks of Statutory Shared Parental Pay.

If you and your partner wish to vary the amount of leave and/or pay that you are each entitled to then you must notify us of the change in writing and inform us:

(a) of any Shared Parental Leave or Pay that you or your partner have already booked

(b) the number of weeks you are adding to your entitlement from your partner’s entitlement or the number of weeks you are deducting to give to your partner

(c) when you expect to take any additional weeks of leave.

You will also need to give us a declaration signed by you and your partner both consenting to the change.

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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