**APPENDIX 11E – EMPLOYERS’ HANDBOOK**

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

**SHARED PARENTAL LEAVE REQUEST TO DISCUSS LEAVE BOOKING**

Date dd/mm/yy

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

Thank you for your notice to book a period of Shared Parental Leave that was given on dd/mm/yy. We would like to arrange a convenient time to discuss your notification with you.

I therefore suggest a meeting at **[location]** on **[date]** at **[time]**. You may, if you wish, be accompanied by a workplace colleague or a trade union representative.

Please could you contact **[name of individual/the HR department]** to confirm whether you are able to attend the meeting suggested above or, if not, to suggest an alternative time and date.

Yours sincerely

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