Template letter for confirmation of Shared Parental Leave booking

Date [dd/mm/yy]

Dear ……………….,

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

We confirm you’re 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 …… to …… [if discontinuous leave, 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…… to…… [if discontinuous leave or no pay is applicable, amend as needed].

If you wish to change or reduce the leave that you’ve booked, you must give at least 8 weeks’ notice before any amended dates occur. This will count as 1 of your 3 notices to book or vary Shared Parental Leave.

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

Yours sincerely,

…………………………