[Print on

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

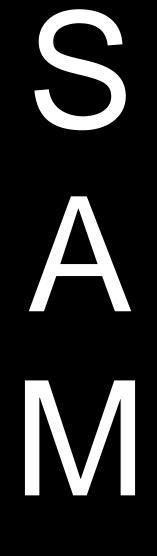
Thank you for your notification of t circumstances I think it would be o brief meeting to discuss your takin

I enclose a copy of our Parental Lequestions that you may have.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company

Enc. Parental Leave Policy



r insert Address]

ates

ish to take your parental leave. Under the and the Company if we were to have a ate>> at <<ti>etime>>.

mation, and will, of course, answer any

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