

S

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Recipient's Name>>
<<Company / Employer's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Further to your request to take a period of <<number of weeks>> weeks commencing on <<date>>, I regret that you are not eligible to take the period of parental leave requested because

[you have not complied with the Company's policy in respect of parental leave] **OR**

[you have insufficient service to qualify for parental leave, you must have completed one year's service with the Company at the date the proposed parental leave is requested] **OR**

[you have given insufficient notice of your request, you must give a minimum of 21 days' notice prior to the requested start date of parental leave] **OR**

[you have already exhausted your entitlement to parental leave] **OR**

[you have already exhausted your entitlement to parental leave, which is limited to four weeks in a 12-month period]

Please speak to <<insert job title of person to contact>> if you would like to discuss this letter or your application for parental leave.

Yours sincerely

<<Name & Title>>

A

M

P

L

E

<<number of weeks>> Parental Leave
are not eligible to take the period of

[you have not provided evidence that you have, or are not of legal age of 18] **OR**

[you have not completed one year's service with the Company at the date the proposed parental leave is requested] **OR**

[you have given insufficient notice of your request, you must give a minimum of 21 days' notice prior to the requested start date of parental leave] **OR**

[you have already exhausted your entitlement to parental leave] **OR**

[you have already exhausted your entitlement to parental leave, which is limited to four weeks in a 12-month period]

Please speak to <<insert job title of person to contact>> if you would like to discuss this letter or your application for parental leave.