[*Print on*** *Insert Address***]**

<<Employee's Name>>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Name>>,

<u>Statutory Paternity Leave [a</u>

Thank you for advising us that   ry Paternity Leave **[**and Pay**]**.

Unfortunately, as you have no   e Company for 26 continuous weeks calculated as at the end   the week in which the baby is expected, you are not eligible   ave **[**and Pay**]**.

If you have any queries abou   ot hesitate to speak to <<Insert Name & Position>> or me.

Yours sincerely,

<<Name>>
<<Title>>