

[Print on

insert Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Postcode>>

<<Date>>

Dear <<Name>>,

Statutory Paternity Pay

Thank you for advising us that you wish to take Statutory Paternity Leave. I am writing to confirm that you are eligible to take Statutory Paternity Leave. If you wish to change the dates of your paternity leave, please contact us no later than 28 days before the intended start date of your paternity leave.

As your average weekly earnings are below the lower earnings limit for national insurance contributions, you will not be eligible to receive Statutory Paternity Pay. However, you may take the leave on an unpaid basis. Please confirm whether or not you wish to take paternity leave on the dates you have requested.

If you have any queries about this letter, please do not hesitate to speak to <<Insert Name & Position>> or me.

Yours sincerely,

<<Name>>

<<Title>>