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

<<Recipient's Name>>
<<Company/Employer's Name>>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear << >>

Re: Shared Parental Leave - Day of Normal Work

I am aware that during my shared Parental Leave In Touch ("SPLIT") day with you, I understand that such days need not be training days and other events.

[I have not yet taken any of my period of Shared Parental Leave and would like to return to work for a period of <<Insert Description e.g. a Specific Day of Normal Work>> on <<Date>> for a period of <<Insert Number of Days>>]

OR

[As you will be aware, I have already taken <<Insert Number of SPLIT days>> and would now like to return to work for <<Insert Description e.g. a Specific Day of Normal Work>> on <<Date>> for a period of <<Insert Number of Days>>.]

I would like to discuss the possibility of taking a SPLIT day and to make the necessary arrangements, pending your agreement.

I look forward to hearing from you.

Yours sincerely

<<Name & Title>>

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