Template letter for confirmation of entitlement to Shared Parental Leave

[date dd/mm/yy]

Dear ………………..,

Thank you for telling us about your entitlement to take Shared Parental Leave.

We confirm that, based on the information you have given us, you are entitled to take Shared Parental Leave.

We can confirm that you currently have ……. weeks of Shared Parental Leave to take. You have …… weeks of Statutory Shared Parental Pay.

If you and your partner wish to change the amount of leave and/or pay that you’re each entitled to, then you must tell us in writing:

* any Shared Parental Leave or Pay you or your partner have already booked
* the number of weeks you’re adding to your entitlement from your partner’s entitlement or the number of weeks you are giving to your partner
* when you expect to take any more weeks of Shared Parental Leave

You will also need to give us a declaration signed by you and your partner both agreeing to the change.

If you have any questions about your Shared Parental Leave and pay entitlement, please do not hesitate to speak to ……..[name of manager/ HR department].

Yours sincerely,

……………………