Template notice to cancel or vary a Shared Parental Leave booking

For a parent who’s eligible for Shared Parental Leave (SPL), and wants to cancel or change the dates of their SPL with their employer.

You must give your employer 8 weeks’ notice to vary or cancel SPL.

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[date dd/mm/yy]

Dear [name of manager or employer],

[Note: use either A or B]

A. I am writing to cancel Shared Parental Leave (SPL) I’d booked for the following dates: from [insert date/s].

I understand I have [insert remaining notices] of my 3 notices left to use.

To my understanding, I have [insert weeks] of my total SPL entitlement remaining.

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B. I am writing to change the dates of Shared Parental Leave (SPL) I have booked. The original dates were from [insert date/s] for [insert weeks leave]... weeks after the birth or adoption placement of my child.

The new date/s I wish to book are [insert date/s].

I would like my Shared Parental Pay (ShPP) to be paid on the same dates as above/ [insert date/s if different to above] [delete as appropriate].

I understand this counts as 1 of my 3 notices and that I have [insert remaining notices] notices left to use.

To my understanding, I have [insert weeks] of my total SPL entitlement remaining.

Yours sincerely,
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