**Private and Confidential**

 *[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Firstly, I would like to express my sadness at hearing your news. I extend my deepest sympathy to you both.

I am aware that this will be a very difficult time for you and your family. I wanted to take the opportunity to clarify the position in relation to your paternity leave entitlement.

I must confirm to you that you are no longer entitled to take the paternity leave that had been authorised because the miscarriage happened before the end of the 24th week of pregnancy.

It may be that you take time off for dependants which is a statutory right to enable you to be absent from work at this time in order to support *[insert partner’s name].*

*[Optional]* The Company operates a discretionary compassionate leave policy to support employees at times like this. You will receive Company *[insert duration]* paid compassionate leave to support you and *[insert partner’s name]* during this difficult time.

*[Optional]* As an employee of *[Company name]*, you have access to a confidential counselling service that you may find beneficial. It is available to you and the members of your family and you can contact the service on *[insert phone number]* at any time to speak to a trained counsellor. I would like to reiterate that anything discussed with a counsellor is strictly confidential.

Once again, I am very sorry for your loss. Please do not hesitate to contact me if there is any further support I can offer you.

Yours sincerely,

*[Insert name]*

*[Insert job title]*