*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Further to our meeting regarding your parental leave application, I am writing to confirm the arrangements discussed at the meeting.

You had made an application, received on *[insert date],* to take parental leave from *[insert date]* to *[insert date]*. I informed you at our meeting that we are unable to grant leave at that time because of *[insert details].*

I explained that, in this circumstances, we are able to postpone the leave for a period not longer than six months from the original start date requested. We were able to reach an agreement during the meeting to postpone your leave which is now to be taken from *[insert date]* to *[insert date]*.

As we have discussed, you will not be paid during this period of parental leave.

*[OR]*

As we have discussed, you will receive *[insert payment arrangements]* during this period of parental leave.

You have a total amount of 18 weeks’ parental leave to take in relation to each child you have until they are 18 years old, capped at four weeks of parental leave per 12 month period per child.

Taking into consideration this period of leave, you now have a total of *[insert amount]* of parental leave remaining in relation to this child. You now have *[insert amount]* of parental leave left to take in the 12 month period from *[insert date]* to *[insert date]* in relation to this child.

If you have any questions about the contents of this letter, or about parental leave in general, please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*