**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

Further to our receipt of your period of leave notice, I can confirm the arrangements for your period of shared parental leave.

You will be on shared parental leave from *[insert date]* to *[insert date].* This is a total of *[insert number]* weeks.

Your first day back at work after this period of shared parental leave will be *[insert date].*

You are entitled to shared parental pay from *[insert date]* to *[insert date]*.

Your normal terms and conditions will continue to apply during this SPL period, including annual leave accrual, with the exception of pay.

If you would like to work any SPLIT days during the period set out above, please inform me as soon as possible. Alternatively, you may be asked to work a SPLIT day to attend departmental meetings, training etc.

<Your employee can work up to 20 days during SPL without bringing it to an end. These are called ‘shared parental leave in touch’ (or SPLIT) days. These days are in addition to the 10 ‘keeping in touch’ (or KIT) days already available to those on maternity or adoption leave.>

This is your *[delete as appropriate* *– first, second, third notice]* and therefore you have *[insert number]* further notifications remaining until you have reached your maximum allowance of three.

If you want to amend these dates, you will need to submit a further notice. That notice will count towards your maximum of three notices. You must give us at least eight weeks’ notice of the amended dates. You must also give us eight weeks’ notice if you wish to return early from SPL.

Please do not hesitate to contact me if there is anything you would like to discuss in more detail.

Yours sincerely,

[Insert name]

[Insert job title]