**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I am writing further to your notice of intention to take shared parental leave on the following dates: *[insert proposed dates].*

The Company is unable to agree to your request for discontinuous leave. Your manager met with you to discuss alternative options but was unable to agree a pattern of leave with you within two weeks of your original request because *[insert reasons why the pattern of leave requested cannot be accommodated]*.

Your remaining options are:

* submit a new request for leave;
* take the discontinuous periods of leave requested in one continuous block, beginning on the original start date;
* take the continuous block starting on a new date, as long as the new date is later than the original start date, and you notify the company of the new date within five days of the two week period referred to above;
* withdraw the request at any time up to the 15th day after it was originally made. If the request is withdrawn in these circumstances it will not count as one of your three requests.

I would be grateful if you could let me know how you would like to progress as soon as possible.

You can find more information on shared parental leave in the Company’s shared parental leave policy which is available from the HR department.

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]