**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I am writing further to your period of leave notice to take shared parental leave in which you have indicated that you wish to take leave on the following dates: [insert dates submitted on the period of leave notice].

I note that your notice contains a request for leave in separate blocks. You do not have the automatic entitlement to take discontinuous shared parental leave which is requested in one notice, and leave requested in this way must be agreed with us. Unfortunately I am not able to agree your request because [insert reasons why the pattern of leave requested cannot be accommodated].

However, I am in a position to propose alternative dates of leave that the Company would be able to agree to because [insert reasons]. These dates are as follows: [insert alternative dates].

Please let me know, in writing, if you agree to the alternative dates. It is important that you come back to me as soon as possible due to the time limits involved. If we are unable to come to an agreement on alternative dates, within two weeks of your original request, you have the following options:

* 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* withdraw the request at any time up to the 15th day after it was originally made. If the request is withdrawn in these circumstances it will not count as one of your three requests.

Further details of the company’s shared parental leave policy are available from the HR department.

Please do not hesitate to contact me if you have any questions about the content of this letter.

Yours sincerely,

[Insert name]

[Insert job title]