Private and Confidential

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I refer to your recent application to take paternity leave which I received on [insert date]. I am writing to confirm the position of your request, which I must, unfortunately, decline.

The reasons for the refusal are as follows:

[Select from the paragraphs below and delete as appropriate]

Paternity leave is only open to employees of the Company. As an agency worker/casual worker, you are not entitled to this type of leave.

[OR]

Employees are required to have at least 26 weeks’ service with the Company which is counted back from the 15th week before the expected week of childbirth. Your start date with the Company is [insert date] and therefore you do not meet the length of service criteria.

[OR]

One of the requirements for eligibility to take paternity leave is that you must be responsible for the upbringing of the child. As this is not the case, you are not entitled to take paternity leave.

[OR]

One of the requirements for eligibility to take paternity leave is that you must be taking the time off to help care for the child. I have reason to believe that this is not your reason for asking for leave but rather to [explain what it is expected that the employee will do during the two weeks]. Therefore, this does not meet the requirements.

[OR]

Paternity leave is not available to employees who have already taken a period of shared parental leave. As you have already taken a period of shared parental leave in respect of the child you are no longer entitled to take paternity leave.

I understand that this may not be good news to you and I am sorry to have to refuse the request.

Please do not hesitate to contact me on [insert contact details] if you have any questions about the contents of this letter.

Yours sincerely,

[Insert name]

[Insert job title]