**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

It is a requirement that you bring your maternity/adoption leave to an end in order to take shared parental leave or to enable your partner to take shared parental leave. This form is for you to tell us that you wish to end your maternity leave/adoption leave where you:

* do not qualify for shared parental leave or;
* you do not intend to take shared parental leave and;
* want to bring your maternity/adoption leave/pay to an end to enable your partner, who meets the qualifying criteria, to take shared parental leave.

Use the notice of entitlement to shared parental leave form to curtail your leave/pay where:

* you qualify for shared parental leave and;
* you intend to take shared parental leave.

Please complete this form and return it to <Insert Details>. You must also inform the Jobcentre Plus of your curtailment if you are in receipt of a Maternity Allowance.

Please ensure you give the Company at least eight weeks’ notice of your curtailment date. Curtailment of maternity leave (if you are entitled to it) is not permitted to take place in the compulsory maternity leave period ie the two week period immediately after childbirth (or a four weeks period if you work in a factory).

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| --- | --- |
| **Name:** |  |
| I wish my maternity/adoption leave/pay to end on \_\_\_\_\_\_\_\_\_\_ (insert date). | |
| **Signature:** |  |
| **Date:** |  |