**Appendix 6: Confirmation of Variation to Notice of Entitlement and Intention Letter**

**MODEL LETTER – Confirmation of Variation to Notice of Entitlement and Intention for Shared Parental Leave**

**PERSONAL**

**(Employee Name)**

**(Job Title**

**(Service)**

**(Directorate)**

**(Location)**

Dear (Employee Name)

**CONFIRMATION OF VARIATION TO NOTICE OF ENTITLEMENT AND INTENTION – SHARED PARENTAL LEAVE**

I write to acknowledge receipt of your Notice of Variation of Entitlement and Intention regarding Shared Parental Leave.

You had intended your period of leave to start on ……..… and end on ..………. However, you have now indicated that you wish to start your period of leave on ……..… and end it on ……..…. These dates are **non-binding** until you provide a Period of Leave Notice (see Appendix 7 of the Shared Parental Leave Guidance) which must be submitted to your Line Manager.

If you have any questions about your Shared Parental Leave and/or pay entitlement, please do not hesitate to contact me.

Yours sincerely

HR Service Centre

c.c – Personal File

 Payroll Section – for information