**Appendix 4: Confirmation of Entitlement to Shared Parental Leave Letter**

**MODEL LETTER – Confirmation of entitlement to Shared Parental Leave**

**PERSONAL**

**(Employee Name)**

**(Job Title**

**(Service)**

**(Directorate)**

**(Location)**

Dear (Employee Name)

**CONFIRMATION OF ENTITLEMENT TO SHARED PARENTAL LEAVE**

Thank you for submitting your Notice of Entitlement and Intention to take Shared Parental Leave.

I write to acknowledge that, based on the information you have provided, you are entitled to take Shared Parental Leave.

I can confirm that you currently have ……….. weeks of Shared Parental Leave to take and you have ………… weeks of Statutory Shared Parental Pay.

I note that you have provided a **NON-BINDING** notification to start your Shared Parental Leave on ……… and end it on ……. ***(may have to add more if discontinuous blocks)***

If you and your partner wish to vary your proposed Shared Parental Leave dates then you must notify us of the change in writing using Appendix 5 of the Shared Parental Leave Guidance, which contains a declaration required to be signed by you and your partner.

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

cc – Personal File

Payroll Section – for information