Appendix 4

Our Ref

Your Ref

Contact

Direct Dial

Direct Fax

E-Mail

Date

**PERSONAL**

(Employee Name)

(Job Title)

(Cluster)

(Function)

(Location)

Dear (Employee Name)

**PARENTAL BEREAVEMENT LEAVE AND PAY**

I acknowledge receipt of your letter/e-mail of ?? requesting to cancel your period of Parental Bereavement Leave and Pay in accordance with the Council’s Parental Bereavement Leave and Pay guidance.

I confirm that this cancellation is accepted.

If you wish to apply for Parental Bereavement Leave and Pay in future, then you should do so by completing the application in accordance with the guidance.

Yours sincerely

**HR Service Centre**

Cc – Personal File