This letter is to be given by parent who wants to take a period of leave to his/her employer

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ADDRESS

DATE

Dear **[Name of person to whom the notice should be given]**

**RE: Request for Shared Parental Leave**

I refer to the Notice of Entitlement and Intention to Take Leave I gave you on [date].

I am writing to let you know that I would like to request a period of Shared Parental Leave from [start date] to [end date].

[\* If appropriate: I would like to take a further period of Shared Parental Leave from [start date] to [end date].

Yours sincerely

[Name]