This letter is to be given by a parent who wants to cancel or vary an existing leave request to his/her employer

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ADDRESS

DATE

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

**RE: Request for to Vary or Cancel Shared Parental Leave**

I refer to the Request for Leave I gave you on [date]. I was intending to take Shared Parental Leave from [original start date] to [original end date].

I am writing to [cancel/vary] that request. I [will not now be taking Shared Parental Leave] OR [now want to take a period of Shared Parental Leave from [start date] to [end date] instead of on the dates I originally requested].

I understand that this cancellation/variation counts towards the total number of requests for Shared Parental Leave that I am entitled to make.

Yours sincerely

[Name]