**Employer Confirmation of Shared Parental Leave booking**

Date dd/mm/yy

Dear ………………..

Thank you for your notice to take Shared Parental Leave commencing on dd/mm/yy.

We confirm that you are entitled to take Shared Parental Leave as set out in your notification.

I can confirm that you will be away from work on Shared Parental Leave from ………………………… to ………………………….. **[If leave is discontinuous then please amend as needed]** You are expected to return to work on the first working day after your leave period ends.

During your leave period you will receive Statutory Shared Parental Pay from……………………………. to…………………………………. **[If leave is discontinuous, or where no pay is applicable then please amend as needed]**

If you wish to vary or reduce the leave that you have booked, you must give at least eight weeks notice before any amended dates occur. A notice to vary your booked leave will count as a new notice thereby reducing your entitlement to make three statutory notifications by a further one.

If you have any questions about any aspect of your Shared Parental Leave and/or pay entitlement, please do not hesitate to speak to **[name of individual/HR department]**.

Yours sincerely

………………………………