**Employer: Shared Parental Leave request to discuss leave booking**

Date dd/mm/yy

Dear ...................

Thank you for your notice to book a period of Shared Parental Leave that was given on dd/mm/yy. We would like to arrange a convenient time to discuss your notification with you.

I therefore suggest a meeting at [location] on [date] at [time]. You may, if you wish, be accompanied by a workplace colleague, trade union representative or a personal friend or family member.

Please could you contact [name of individual/HR department] to confirm whether you are able to attend the meeting suggested above or, if not, to suggest an alternative time and date.

Yours sincerely

………………..