Date

Name

Address

Dear Name

We are very sorry for your loss and our thoughts are with you. We would again like to express our sincere condolences [to both you and your [wife/partner]].

Following our conversation on [date], I thought it might be helpful to you if I confirmed the details of your parental bereavement leave and let you know what other support we can provide you with.

[You let us know that you are taking [one week's/two weeks'] parental bereavement leave. Your leave runs from [date] until [date].

OR

You left work during the day on [date], meaning that your [one week's/two weeks'] parental bereavement leave starts the next day. Your leave runs from [date] until [date].]

[During your parental bereavement leave, you will be paid statutory parental bereavement pay at the rate of [£[statutory rate in force at the time] / insert amount that is 90% of the employee's average weekly earnings where this figure is less than the statutory rate in force at the time] per week. To ensure that we can pay your statutory parental bereavement pay, please sign the attached [form for you to provide notice and evidence of entitlement to parental bereavement pay](https://www.xperthr.co.uk/policies-and-documents/form-for-employee-to-provide-notice-and-evidence-of-entitlement-to-parental-bereavement-pay/164942/) and return it to [me/your line manager] when you can.

OR

Recognising the need to provide you with support, we will [continue to pay you your normal pay during your parental bereavement leave].]

[You are taking one week's parental bereavement leave, but please bear in mind that you are entitled to take a second week's parental bereavement leave later on if you find this helpful. You can take the second week's leave between now and [date that is 56 weeks after the date of the death of the child].]

[As you will be aware, we provide a counselling service for employees, which is entirely confidential. If you would like to speak to a trained counsellor, please telephone [number]. The service is available to staff in respect of both work-related issues and personal matters.]

In due time, we can discuss any other steps that we can take to help you make your return to work easier at this difficult time. This could include returning to work on reduced hours initially, or working from home for a period before returning to the workplace. We can also discuss what you would like your colleagues to know about the situation.

Please feel free to contact me at any time if you have any queries, if you would like to discuss any of the above, or if you would just like to talk about any other ways in which we can help.

Best wishes

**Authorised Signature**

**Job Title**