Date

Name

Address

Dear Name

 **Paternity Leave**

Thank you for advising us that you intend to use your remaining one week paternity leave from Start Date.

We confirm that you are eligible to take statutory paternity leave as requested. If you wish at a later date to change the dates of your paternity leave, you must notify me no later than 28 days before your intended revised start date, or as soon as reasonably practical.

This now confirms that you have exhausted this leave, and therefore you will not be entitled to take any further paternity leave at another time in respect of the same child.

During your period of paternity leave, all the terms of your contract of employment, except your normal pay will continue.

Instead of your normal pay, you will be paid statutory paternity pay at the standard rate of £Amount per week.

In the meantime, please contact me if you have any queries regarding your paternity entitlements.

Yours sincerely

**Authorised Signature**

**Job Title**