Date

Name

Address

Dear Name

**Paternity Leave**

Thank you for advising us that you intend to take one week/ two weeks paternity leave from Start Date. Please note that you should inform me of your child's date of birth as soon as possible after the child has been born.

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.

The statutory entitlement is to take one or two weeks' paternity leave within 52 weeks after the birth. I note that you have only requested one week leave, therefore you are still entitled to one more week of Paternity Leave at another time before the end of the 12 month period. Please make sure you provide 28 days’ notice for this leave. / I note that you have chosen to take 2 weeks leave from the date above, therefore you will not be entitled to take any further paternity leave. [Delete as appropriate].

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**