*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Thank you for your application for parental leave which I received on *[insert date]*, in which you requested *[insert length of leave requested]* of parental leave.

I am pleased to confirm that we are able to grant the period of leave you have requested. The leave will commence on *[insert date]* and you are expected to return to work on *[insert date]*.

*[Select from the following paragraphs and delete as appropriate]*

As we have discussed, you will not be paid during this period of parental leave.

*[OR]*

As we have discussed, you will receive *[insert payment arrangements]* during this period of parental leave.

You have a total amount of 18 weeks’ parental leave to take in relation to each child you have until they are 18 years old, capped at four weeks of parental leave per 12 month period per child.

Taking into consideration this period of leave, you now have a total of *[insert amount]* of parental leave remaining in relation to this child. You now have *[insert amount]* of parental leave left to take in the 12 month period from *[insert date]* to *[insert date]* in relation to this child.

If you have any questions about the contents of this letter, or about parental leave in general, please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*