*[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 must inform you that we are unable to grant your request. There are certain eligibility requirements attached to taking parental leave and unfortunately you are not eligible because:

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

You must have worked for the Company for a minimum of one year counted back from the start of the period of parental leave requested. As you requested that parental leave start on *[insert date]*,you would only have *[insert amount]* of service at that point.

*[OR]*

You are entitled to take a total of 18 weeks’ parental leave in relation to each child and you have already exhausted your entitlement in relation to this child.

*[OR]*

You are entitled to take four weeks’ parental leave per 12 month period in relation to each child and you have already exhausted your entitlement in relation to this child for the 12 month period from *[insert date]* to *[insert date]*.

*[OR]*

We require a minimum of 21 days’ notice of the start date of parental leave and you did not give enough notice.

*[OR]*

We require evidence from you that you have, or expect to have, responsibility for the upbringing of the child and you have not provided this.

*[OR]*

Your child is aged 18 or over and parental leave may only be taken in relation to a child who is under the age of 18.

If you have any questions about the contents of this letter please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*