*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

I am writing further to your notice of entitlement and intention to take shared parental leave. In order for me to process your application, I require some more information from you.

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

*[For birth]* As you know, there are certain eligibility criteria attached to shared parental leave and I must first ensure your eligibility before processing your request. I will need to see a copy of the child’s birth certificate. Please forward this to me within 14 days (or within 14 days of the birth of the child if the child has not yet been born). In addition, please send to me the name and address of the other parent’s employer.

*[OR]*

*[For adoption]* As you know, there are certain eligibility criteria attached to shared parental leave and I must first ensure your eligibility before processing your request. I will therefore need to see the name and address of the other parent’s employer. In addition, please send to me the following:

* the expected date of the child’s placement
* the date that the main adopter was notified of having been matched for adoption with the child
* the name and address of the adoption agency.

Please forward this to me within 14 days (or within 14 days of the birth of the child if the child has not yet been born). In the event that you are unable to provide a birth certificate because it has not yet been issued, I will require to produce a formal signed declaration containing the following information:

* that a birth certificate has not yet been issued
* the date of the child’s birth
* the location of the child’s birth
* that the other parent is not employed (if applicable).

You can find more information on shared parental leave in the Company’s shared parental leave policy which is an appendix in the Staff Handbook.

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

Yours sincerely,

*[Insert name]*

*[Insert job title]*