[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I am writing further to your *[delete as appropriate – notice of entitlement and intention to take shared parental leave/query regarding eligibility for shared parental leave]*.

Unfortunately, I must inform you that you are not entitled to take shared parental leave. The eligibility requirements are as follows:

* you are the mother, father, or main adopter of the child, or the partner of the mother or main adopter
* you have (or share with the other parent) the main responsibility for the care of the child
* you have at least 26 weeks’ continuous service at the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the ‘relevant week’)
* you are still in continuous employment until the week before any SPL is taken.

The other parent must meet their own set of requirements, which are to have worked for at least 26 weeks’ (either employed or self-employed) out of the 66 weeks prior to the relevant week. They must also have earned, on average, at least £30 per week during at least 13 of those weeks.

The Company’s shared parental leave policy (available from the HR department) also requires that you undertake certain notification requirements regarding eligibility and dates of leave etc.

The reason that you are not eligible to take SPL is *[insert details of the conditions listed above which are not met]*.

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

Yours sincerely,

*[Insert name]*

*[Insert job title]*