*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Thank you for your application for paternity leave which I received on *[insert date]*.

I am pleased to confirm that your application has been accepted. The leave will commence on *[delete as appropriate – insert date/a date to be agreed, which will be within 52 weeks of the expected week of childbirth or within 52 weeks of the child’s actual birth – whichever is later]*.

[EITHER]

Your paternity leave will be paid at the rate of statutory paternity pay, as set down by the government.

[OR]

You will receive company paternity pay at the rate of your normal salary for (1 or 2 weeks).

During your leave your continuity of service will continue to accrue. All terms and conditions of your employment (apart from those relating to remuneration) will continue.

Many congratulations on the imminent birth.

Yours sincerely,

*[Insert name]*

*[Insert job title]*