**Private and Confidential**

 *[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Firstly, I would like to express my sadness at hearing the news that your baby has died. I am aware that this will be a very difficult time for you and your family and I extend my deepest sympathy to your all.

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

I would like to put your mind at rest regarding your continued entitlement to paternity leave in these circumstances. As you have already started your paternity leave, you remain entitled to take your full two weeks leave. You will also receive your statutory paternity pay for this period.

*[OR]*

I would like to put your mind at rest regarding your continued entitlement to paternity leave in these circumstances. You are under no obligation to change your paternity leave plans because you remain entitled to take your full paternity leave of 2 weeks from the original start date of *[insert date]*. You will also receive your statutory paternity pay for this period.

*[Optional]* I would like to offer you any support that you need at this time. Please remember that, as an employee of *[insert Company name]* you have access to a confidential counselling service in case you would like to speak to a trained counsellor about what has happened. This service is strictly confidential and no details will be passed to the Company of the content of any call you make. You can access this service at any time on *[insert phone number].*

Once again, I am very sorry for your loss. Please do not hesitate to contact me if there is any further support I can offer you.

Yours sincerely,

*[Insert name]*

*[Insert job title]*