**LETTER ACCEPTING EMPLOYEE’S PARENTAL LEAVE REQUEST**

Dear [NAME]

**Parental Leave**

I refer to your recent request to take unpaid parental leave.

I can confirm that your application to take unpaid parental leave has been accepted.

Your last day at work before your parental leave starts will be [DATE] and you will be required to return to work on [DATE].

Your contract of employment will remain in place during your leave apart from your entitlement to pay. In addition, your continuity of employment will not broken by your period of parental leave.

Yours sincerely

[NAME]