**LETTER POSTPONING PERIOD OF PARENTAL LEAVE**

Dear [NAME]

**Parental Leave**

I am writing regarding our recent conversation when I informed you that the we are unable to accommodate your request of to take unpaid parental leave on the dates requested by you.

The Company is exercising its right to postpone your period of unpaid parental leave and, as such, your leave will now commence on [DATE] and you will be expected back 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]