

<your address>

<date>

HR
LLUK
19 Nicholson's Walk
Maidenhead
Berks

Parental Leave

Dear Sue,

I am writing to inform you that I would like to request **xx** days [insert time period up to 4 weeks] Parental Leave to look after my child who is under the age of 18.

I would like to plan my Parental Leave periods as follows:

- Xx/xxxx/202x - xx/xxxx/202x (x days)
- Xx/xxxx/202x - xx/xxxx/202x (x days) [insert date, no sooner than 21 days away]

and enclose [a copy of my child's birth certificate/ evidence of adoption/ evidence of my child's disability allowance/ notice of my partner's expected week of childbirth.] delete as appropriate.

I confirm that I have not requested any other Parental Leave this year or in previous employment. I understand that you may wish to verify this with any former employer.

Thank you for considering this request and look forward to receiving confirmation of my leave from you.

Yours sincerely

[insert your name]