APPENDIX 12B – EMPLOYERS’ HANDBOOK *(Remove comments in red before issuing, insert details for individual in areas highlighted in grey and consider/reflect company policy in areas highlighted in blue.)*

**LETTER FOR EMPLOYER TO NOTIFY POSTPONEMENT OF PARENTAL LEAVE**

Dear [insert name]

I am writing in response to your notification that you would like to take parental leave for [insert length of leave applied for] beginning on [insert date employee wished to begin parental leave].

I am unable to grant your application to take parental leave from that date because [insert reason for postponement].

We have discussed alternative dates for you to take your parental leave. I confirm your parental leave will begin on [insert new start date] and end on [insert new end date].

Yours sincerely,

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