I am writing to <cancel/vary> my SPL request. I <will not now be taking shared parental leave> OR <now want to take a period of shared parental leave from date to date, instead of the dates originally requested.

I understand that this <cancellation/variation> counts towards the total number of requests for shared parental leave that I am entitled to make.

|  |  |
| --- | --- |
| **My name:** |  |
| **Job title and Department/Division:** |  |
| **My partner’s name** |  |
| **Original SPL and ShPP dates provided:** |  |
| **New SPL and ShPP dates provided:** |  |
| **My child’s expected week of birth:** | \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_(dd/mm/yyyy) |
| **My child’s date of birth is:** | \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_(dd/mm/yyyy) |

**Employee Declaration:**

# I confirm that:

# The information I have given in this notice is accurate and agree to this variation; and

# I will inform you immediately if I cease to care for my child. I enclose a declaration from my partner providing further information he/she is required to give.

# Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Partner’s Declaration:

# I confirm that:

# The information I have given in this notice is accurate and agree to this variation; and

# I will inform you immediately if I cease to care for my child. I enclose a declaration from my partner providing further information he/she is required to give.

# I set out the further information I am required to give you:

# My name:

# My address:

# My national insurance number:

# Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_