

# Shared Parental Leave Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

**Dear [Employer's Name],**

I am writing to formally request a Shared Parental Leave (SPL) arrangement following the birth/adoption of my child on [Insert Date]. My partner and I would like to share the parental leave entitlement as outlined in the Shared Parental Leave Policy.

As stated in the policy, I would like to propose the following leave schedule:

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- Leave Sharing Arrangement: [Brief description of how you plan to share leave with your partner]

I confirm that I meet the eligibility criteria for SPL and have provided all necessary documentation with this letter. Please let me know if there are any further forms I need to complete or if additional information is required.

Thank you for considering my request. I look forward to your positive response.

Yours sincerely,

[Your Name]