

Notification of Changes to Leave Entitlement

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of some changes to your leave entitlement details that will take effect on [effective date].

As part of [Company's Name]'s commitment to [reason for the change, e.g., improving employee benefits, compliance with regulations, etc.], your leave entitlements have been updated as follows:

- Annual Leave: [Old entitlement] to [New entitlement]
- Sick Leave: [Old entitlement] to [New entitlement]
- Parental Leave: [Old entitlement] to [New entitlement]

Please review these changes and feel free to reach out to [HR Contact Information] if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]