april

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Employer's Maternity / Paternity / Adoption Leave Letter

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Employer's Maternity / Paternity / Adoption Leave Letter

Applicant(s) name:	

Employer Details	
Company Name:	
Trading Address:	
Industry:	

Employment Details	
Job title:	
Type of employment	Permanent, other (please advise)
Start date:	
Within a probation period	No…… Yes…… (if Yes, please advise of end date ……/……/20……)
Start date of leave	
Planned return date of leave	
Gross annual basic salary upon return to work:	£
Gross guaranteed annual allowances upon return to work:	£ Details
Regular or contractual deductions eg: student loan, holiday purchase etc	£ £ Details:

I certify that all the information provided above is a true and accurate reflection of our employee's current circumstances.

Signed:	
Name:	
Position in company:	
Direct contact number:	
Direct email address:	

Please ensure that when responding, this reference is accompanied with a covering letter on your headed paper.