

Jade Morgan

Date: 14 July 2026
Our Reference: PLR/2BD745EB
Document Type: Letter

Dear Jade Morgan,

We are writing in response to your paternity leave request received on 23 April 2026. Thank you for providing us with the details regarding your upcoming leave period.

As a valued Customer Support Analyst at HRHeaven QA Sample Employer, you have informed us of your intention to commence paternity leave starting 27 April 2026.

We understand the importance of supporting you during this time and are committed to ensuring a smooth transition and appropriate coverage within the team.

We are currently finalising preparations to accommodate your two-week paternity leave, which we anticipate starting on the date you proposed.

The necessary arrangements include coordinating morning shift swaps, updating the HR Management System accordingly, and notifying your team about the temporary rota changes.

Payroll will be adjusted on a pro rata basis as confirmed with our retained payroll provider, and your absence will be recorded in the team calendar to maintain visibility and support planning.

Prior to your leave commencement on 27 April 2026, we will complete the shift swap arrangements and confirm all updates in the HR systems and payroll.

We will maintain regular weekly check-ins with you during your leave to offer support and address any queries you may have.

Please do not hesitate to reach out if you have any further questions or require additional assistance regarding your paternity leave.

We also encourage you to review any relevant company policies regarding leave entitlements and notify us promptly if there are any changes to your circumstances.

Yours sincerely,
For and on behalf of HRHeaven QA Sample Employer



LETTER DETAILS

Employee

Jade Morgan

Role

Customer Support Analyst

Case type

Paternity Leave Process

Reference

HRA-2BD745EB



KEY DATES

Completed

14 July 2026