

Marcus Reed

Date: 14 July 2026
Our Reference: SPLR/572ED19F
Document Type: Letter

Dear Marcus Reed,

We are writing in response to your shared parental leave notification submitted on 3 March 2025. We appreciate you informing us about your intention to commence shared parental leave starting 5 May 2025 and want to ensure the process proceeds as smoothly as possible.

Your request for shared parental leave has been noted, and we are mindful of the need to arrange appropriate planning to maintain effective coverage during your absence. Routine maintenance, on-call duties, and payroll administration will require temporary adjustments and allocation of responsibilities to ensure business continuity in your role as IT Systems Engineer.

At this stage, we require some additional information to fully assess and finalise arrangements for your shared parental leave. In particular, we need clarifications regarding your proposed leave pattern, any planned blocks of leave, and details concerning your cover and contact during the leave period.

In preparation, we are arranging temporary cover for routine maintenance and scheduling a rota for on-call duties between two senior engineers. An escalation path is in place, and we will coordinate with outsourced payroll to manage your leave dates and statutory payments accordingly.

To ensure a smooth handover, we would also like to confirm remote access permissions and review the handover checklist prior to your leave start date.

Please provide the missing information regarding the expected due or birth date, the final leave notice or declaration, your intended leave pattern, and details of cover or contact arrangements.

We encourage you to review and confirm the details we currently hold so that we can update your shared parental leave record accurately.

Once we receive this additional information, we will be able to finalise the arrangements and confirm the leave plan.



LETTER DETAILS

Employee

Marcus Reed

Role

IT Systems Engineer

Case type

Shared Parental Leave Process

Reference

HRA-572ED19F



KEY DATES

Completed

14 July 2026

We aim to complete all arrangements in good time before your planned start date of 5 May 2025.

Should you have any questions or require assistance with completing the required information, please do not hesitate to contact the HR team.

Thank you for your cooperation.

HR Team

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer