**Curtailment template – maternity/adoption leave**

*(to be given by mother/main adopter to her the manager, including HR Adviser)*

<DATE>

Dear <name>,

I am writing to let you know that I would like to bring my maternity leave to an end early. I now want my maternity leave to end on <date>. *(please note that this date must be 8 weeks after the date of this letter; after the end of your compulsory maternity/adoption leave period of two weeks; at least one week before your maternity leave would have otherwise ended)*

I understand that my maternity leave will end on that date and that it will not normally be possible for me to revoke this notice one it has been given.

EITHER:

I enclose with this letter a ‘notice of entitlement and intention to take shared parental leave’.

OR

I confirm that my partner has given his/her employer a ‘notice of entitlement and intention to take shared parental leave’ and that I have consented to the amount of shared parental leave that my partner is intending to take.

Yours sincerely,

<NAME>