

Template letter to employee agreeing request for carer's leave.

Dear []

Your request for carer's leave

Thank you for your notice requesting a period of carer's leave received on [] .

I confirm that you can take the requested [number] days' unpaid carer's leave starting on [date] and ending on [date].

[OR

I confirm that you can take [date] as the requested one day's unpaid carer's leave.

OR

I confirm that you can take the [morning/afternoon] of [date] as the requested half a day's unpaid carer's leave. This means that your working day on [date] will start at [9am and finish at 12.30pm] / 2pm and finish at 5.30pm].]

Please do refer to our Carers Leave policy, which sets out other support that we provide to help employees combine work with care.

If you have any queries or concerns, or if I can help in any way, please do not hesitate to contact me.

Yours sincerely

[]

Manager