

**Template letter to employee postponing requested period of carer's leave.**

Dear [ ]

**Postponement of your requested carer's leave**

Thank you for your notice requesting a period of carer's leave [and discussing your request with me on [date]].

Regrettably, I find it necessary to postpone your leave as your absence on [insert date(s)] would cause significant disruption to service delivery. This is because [insert reason].

I appreciate your understanding in this matter and pleased that you have agreed to postpone your carer's leave to [insert date(s)].

[OR

I am committed to finding a mutually agreeable period for you to take your leave. I proposed the following alternative dates for you to take your carer's leave: [insert dates]. I would ask you to reconsider these alternative dates and let me know at your earliest convenience if any of these are suitable.]

Please be assured that postponing your leave is not a decision that I have taken lightly as I recognise the difficulties of trying to balance the demands of caring and work.

Please feel free to contact me at any time if you have any queries, if you would like to discuss any of the above, or if you would just like to talk through other avenues of support, please contact me.

Yours sincerely

[ ]

Manager