[Your Name]
[Your Job Title]
[Your Employee ID/Department]

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Subject: Formal Notification of Shared Parental Leave Allocation

Dear [Manager's Name],

I am writing to formally notify you of my intention to take Shared Parental Leave (SPL). This letter outlines my proposed leave allocation and follows my previous notice of entitlement and intention.

The total number of weeks of Shared Parental Leave available to be shared between myself and my partner is [Total Number of Weeks].

I wish to take the following period(s) of Shared Parental Leave:

- **Start Date:** [Date]
- **End Date:** [Date]
- **Total Number of Weeks:** [Number]

[Optional: Include additional blocks of leave if requesting a discontinuous pattern]

I confirm that my partner, [Partner's Name], will be taking [Number] weeks of Shared Parental Leave during the following dates: [Partner's Dates].

I understand that I am entitled to [Number] "Shared Parental Leave In Touch" (SPLIT) days and would like to discuss how these might be used during my absence.

I look forward to receiving your written confirmation of this request within 14 days. I am available to discuss this proposal further if required.

Yours sincerely,

[Your Signature]

[Your Printed Name]