

Applicant Maternity / Paternity / Adoption Leave Letter

Applicant Name:	
Company Name:	
Trading Address:	

Job Title/ Role:	
Type of Employment:	
Start Date:	
Date of Leave:	
Return to Work Date:	

Gross Annual Basic Salary:	£
Gross Annual Commission:	£
Gross Annual Regular Bonus:	£
Gross Annual Overtime:	£
Gross Annual Allowances:	£
Any regular deductions? If please clarify the amount and what this is	£

- I certify that all the information provided above is a true and accurate reflection of my current circumstances.

Signed:	
Name:	
Date:	