

[Print on Company Letterhead - Insert Address]

<<Name of (Expectant) Mother>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear <<Name of (Expectant) Mother>>

Thank you for your request to change

This was received on <<Date>>.

We will give this request serious consideration and will be arranged within 28 days of the above date to discuss your application. A friend, colleague [or a trade union representative] accompany you to this so that the appropriate arrangements can be made.

will be arranged within 28 days of the above date to discuss your application. A friend, colleague [or a trade union representative] accompany you to this so that the appropriate arrangements can be made. Please let me know if you intend to do so.

I [or someone from my department] will be available to discuss your application in the mean time, please do not hesitate to contact me.

will be available to discuss your application in the mean time, please do not hesitate to contact me. I have any queries.

Yours sincerely,

<<Name>>

<<Title>>