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<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Recipient's Name>>
<<Company / Employer's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Re: Maternity

I am writing to inform you that I have announced that I am pregnant. At this time I do not know when my Expected Week of Delivery will be, however I will inform you as soon as I know.

I would be most grateful if you could advise me of the necessary steps to take to arrange my maternity leave and working during this period. I would also send me any documentation that I am required to complete.

Thank you in advance for your assistance. I look forward to hearing from you.

Yours sincerely

<<Name & Title>>

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