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

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

<<Date>>

Dear << >>

Re: Ebirth

I am writing to inform you of my Exth. This is the week beginning <<Date>>. Please find enclosed nfirming when my baby is due.

Thank you for your continuing assiook forward to hearing from you.

Yours sincerely

<<Name & Title>>

Enc. MATB1 Certificate