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

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

<<Date>>

Dear <<   >>

Re: nity

Thank you for informing me of my   ent and for the enclosed Maternity Policy.

[I wish to commence my Ordinary   on <<Date>>. I have decided not to take any Additional Maternity Le

OR

[I wish to commence my Ordinary   on <<Date>> with my Additional Maternity Leave ("AML") commenc   L.]

OR

[I wish to commence my Ordinary   on <<Date>>. I also wish to take <<Number of Weeks>> weeks' Ad   ("AML") commencing at the end of my OML.]

Thank you for your continuing assi   receiving confirmation of my leave from you.

Yours sincerely

<<Name & Title>>