

[Print on Colored Paper - Insert Address]

<<Name of Expectant Mother>>
<<Address>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Re: Maternity Leave

Dear <<Name of Expectant / New Mum>>

As you know, we are expecting you to return to work on <<Date>>. However, during your Maternity Leave you will have a day without bringing your maternity leave pay (SMP). Work undertaken during this period can also include training days and

your maternity leave on <<Date>>. We will be working on a Keeping In Touch ("KIT") day without loss of a week's Statutory Maternity Pay (SMP). Work undertaken during this period will not be limited to your usual duties

[I understand that you have not yet taken any of your 10 KIT days.] OR [I understand that you have used << >> of your 10 KIT days.] I would like to invite you to return to work for <<Insert description of work>> on <<Date>> for a period of <<Insert number of hours or days>>

<<Insert description of work>> OR [I understand that you have not yet taken any of your 10 KIT days.] I would like to invite you to return to work for <<Insert description of work>> on <<Date>> for a period of <<Insert number of hours or days>>

If you are entitled to receive SMP for your KIT day, you will still receive this in the form of hours that you work on <<Date>>

We have asked you to attend work on a KIT day, we shall pay you for the number of hours that you work on <<Date>> in the form of hours that you work on <<Date>>

You are under no obligation to attend work on a KIT day, available to you on your request or return to work on <<Date>>

If any important information is made available to you on your request or return to work on <<Date>>

If you would like to attend or if you have any queries, please contact me and I will make the necessary arrangements.

If you would like to attend or if you have any queries, please contact me and I will make the necessary arrangements.

Yours sincerely,

<<Name>>
<<Title>>

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