

[Print on Company Letterhead] [Insert Address]

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

<<Date>>

Re: [Event Name]

Dear <<Name of Expectant / New Mum>>

Thank you for your request to work [Event Name] day[s] on <<date>> for <<insert description of work or event>>.

As you know, we are expecting you to start your maternity leave on <<date>>. However, during your Maternity Leave you will be able to work on a Keeping In Touch ("KIT") day without bringing your maternity leave to an end and without loss of a week's Statutory Maternity Pay (SMP).

We are pleased to inform you that your request for [Event Name] KIT day[s] has been accepted. You will be contacted directly during the next few days (e.g. 3 days) to make the appropriate arrangements for your [Event Name] (e.g. <<name of event>>). If you are unable to attend on the <<date>> which we have agreed you can attend, we shall pay you for the number of KIT days of pay <<insert number of pay>>.

OR

[We regret to inform you that we are unable to accept your request for that [those] day[s] [<<name of event>>] due to <<insert reason behind refusal>>. Would you be able to attend on <<insert alternative date>>? We would be grateful if you could let us know as soon as possible.]

You are under no obligation to keep us informed of a change of mind with regard to your request. *Please note this sentence only if the KIT days have been accepted.*

Please do not hesitate to contact me if you have any queries.

Yours sincerely,

<<Name>>  
<<Title>>

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