

S

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

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

<<Date>>

Dear << >>

Re: Early Return to Work

As you will be aware, I am expected to return to work on <<Date>> having completed my Maternity Leave. I have instead decided to return to work earlier on <<Date>>. This letter is to be taken as the requisite notice of my intention to return to work early and has been submitted at least eight weeks prior to my return.

<<Date>> having completed my Maternity Leave. I have instead decided to return to work earlier on <<Date>>. This letter is to be taken as the requisite notice of my intention to return to work early and has been submitted at least eight weeks prior to my return.

[As I will have taken 26 weeks' or more of Maternity Leave, on my return, I expect to return to my original job with the appropriate salary and benefits.]

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OR

[As I will have taken more than 26 weeks' of Maternity Leave, on my return, I expect to be able to return to my original job, however, I may not be able to provide this position.]

on my return, I expect to be able to return to my original job, however, I may not be able to provide this position.]

I look forward to hearing from you regarding my return to work [and look forward to seeing you all on <<Date>>].

s of my return to work [and look forward to seeing you all on <<Date>>].

Yours sincerely

<<Name & Title>>

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