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

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

<<Date>>

Dear << >>

Re: << >> maternity

As you are aware, I am currently on << >> leave. I will be returning to work on <<Date>>. Upon my return to work, I will be absent for a period of approximately << >> months.

As my employer, you are required to ensure that I, as a breastfeeding employee, have the opportunity to rest and to express and store milk. You must carry out a risk assessment to identify any risks to myself or my baby. Any risks identified must be removed.

Many thanks for your continuing assistance.

Yours sincerely

<<Name & Title>>

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