

[Print on Company Letterhead - Insert Address]

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

<<Date>>

Responsible Person

Dear <<Name of Expectant / New Mother>>

Thank you for your letter of <<Date>> and we will be breastfeeding for a period of approximately << >> upon your return to work.

[The appropriate facilities for expressing milk at work are not currently available. We will take all appropriate action to ensure that appropriate facilities are in place prior to your return to work on <<Date>>.]

[The appropriate facilities for expressing milk at work are in place and will be available to you on your return to work.]

If you wish to discuss any additional matters relating to this or any other matters pertaining to your maternity leave, please do not hesitate to contact me.

Yours sincerely,

<<Name>>
<<Title>>