

[Print on front of envelope or insert Address]

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

<<Date>>

Dear << >>

**Re: Receipt of Maternity Acknowledgement**

We hereby confirm receipt of your letter dated <<Date>> and acknowledge your resignation from <<Company>>

Under the terms of your contract you are required to provide <<Time Period>> notice.

[You have provided the requisite notice and your employment will terminate on <<Date>> the last day of your maternity leave.]

[You have not provided the requisite notice and your employment will terminate on <<Date>>, thus providing us with <<Time Period>> notice.]

[Whilst you have not provided the requisite notice, it has been decided that you may nonetheless end your employment on <<Date>>, the last day of your maternity leave.]

[You will be paid any remaining Statutory Maternity Allowance.] You are entitled to any remaining

[Your final payment will provide for any entitlement or any holiday taken in excess of your entitlement to leave. These amounts are included in your final salary payment, full details of which are set out in the Schedule enclosed herewith.]

[It is our usual practice to invite employees to a termination interview. This has been arranged for <<Time and Date>> and this interview will be carried out by <<Name>>.]

[You are requested to return all company property to <<Name & Title>> on or before <<Date>>.] [Please contact <<Name>> on <<Date>> to arrange the return of your company car.]

[You are reminded that your contract contains details confidentiality duties and restrictions in respect of the activities you are and/or not permitted to engage in on or after <<Date>>.]

Please do not hesitate to contact us should you have any queries. [We will of course be able to provide references to assist you in your search for new employment.]

We wish you success in seeking new employment. Thank you for your contribution to <<Company / Employer>>.

Yours sincerely,

<<Name>>  
<<Title>>

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