

[Print on Em

sert Address]

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

<<Date>>

Dear <<Employee's Name>>

Re: Alternative Work Arrangements - Pregnancy

Thank you for advising us that you

Legislation requires that, as your employer, we must take reasonable precautions to protect the health and safety of our employees. Employees who are pregnant have the right to be protected against any risks to their health that may occur as a result of their job.

reasonable precautions to protect the health and safety of our employees who are pregnant have the right to be protected against any risks to their health that may occur as a result of their job.

As you know, we have [received a letter from you and] carried out a risk assessment in respect of your current role in the workplace. As a result, we note that it would not be advisable for you to continue in your current role, even if adjustments to your working [hours and] [conditions] were made.

and] carried out a risk assessment in respect of your current role in the workplace. As a result, we note that it would not be advisable for you to continue in your current role, even if adjustments to your working [hours and] [conditions] were made.

We would, therefore, like to offer you an alternative role for the rest of your pregnancy. Your duties will be similar to your current role and you will continue on the same terms and conditions as at present.

of <<State Role>> for the rest of your pregnancy and you will continue on the same terms and conditions as at present.

Your contractual and statutory rights will be preserved. On your return to work after maternity leave, you will have the right to return to your normal role, not this temporary alternative role.

accepting this alternative role. You will have the right to return to your normal role, not this temporary alternative role.

Please sign and return the enclosed letter to indicate your acceptance of this alternative role.

to indicate your acceptance of this alternative role.

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

es.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Name>>

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