

[Print on Em

sert Address]

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

<<Date>>

Dear <<Employee's Name>>

Re: Susper

Pregnancy

Thank you for advising us that y

Legislation requires that, as you
the health and safety of our emp
the right to be protected against
result of their job.

reasonable precautions to protect
employees who are pregnant have
and safety that may occur as a

As you know, we have [rece
assessment in respect of your c
note that it would not be advisab
even if adjustments to your wor
suitable and appropriate alterna
other than to suspend you on fu
Maternity Leave>> on maternity

doctor and] carried out a risk
your pregnancy. As a result, we
this role while you are pregnant,
ons] are made. As there are no
e Company, we have no option
til <<Date e.g. The Start of your

Your employment will continue a
benefits during this period of sus

to your usual contractual pay and

Please sign and return the encl
this letter and your acceptance o

to indicate your understanding of
sension from work.

If you have any queries, please

t me.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Compan

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