

Letter asking employee on ma

s to return to work

S

ead]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

A

Dear << >>,

I hope you are enjoying your n

ou and your baby are well.

As you will recall, I wrote to you
that your statutory return date
whether or not you intend to re
informal enquiry to which you a

M

maternity leave to advise you
. I am now writing to ask
ur maternity leave. This is an
d.

If you intend to return to work,
which you intend to return.

could confirm the date on

If, however, you do not intend
with us as early as possible. In
give notice of resignation in the
employment contract. Once yo
work, you cannot change your

be helpful if you discuss this
e not to return you should
e with the terms of your
you will not be returning to
nent.

It would be helpful if you could
forward to hearing from you.

on as soon as possible. I look

Yours sincerely

P

<<Name>>

<<Title>>

L

E