

[Print on Em

sert Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear << >>

Re: Revised Maternity Leave Da

Thank you for your notification of pregnancy-related absence which birth of your baby.]

d on <<Insert Date>>] **OR** [your >>]. [Many congratulations on the

[As you gave birth before the date maternity leave started automatically

ernity leave was due to start, your ne day of the date of the birth.]

OR

[As you were absent from work for before your expected week of child the date on which your maternity automatically on <<Insert Date>>,

ason after the start of the 4th week ate you had previously notified as n, your maternity leave began y of your absence.]

You are entitled to 52 weeks of maternity weeks' Additional Maternity Leave started on <<Insert Date>>, your r

Ordinary Maternity Leave and 26 firm that, as your maternity leave e is now <<Insert Date>>.

You are not required to give any notice wish to return to work before the provide eight weeks' notice of the notice, then we may postpone your the end of your additional maternity

return to work on this date. If you ernity leave entitlement, you must n. If you do not give eight weeks' o to eight weeks but no later than

If you decide not to return to work your contract of employment.

of resignation in accordance with

Please do not hesitate to contact r

s.

Yours sincerely,

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

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