

[Print on Employee's Letterhead] [Insert Address]

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

<<Date>>

Dear <<Employee's Name>>

Re: Time Off for Antenatal Appointment

Thank you for informing me of your need for time off work to attend an antenatal appointment on <<Insert Date>>. I am writing to confirm that you can take the time off, which will be <<Insert Duration>>.

[It would be appreciated if you could arrange future appointments at either the beginning or the end of your working hours in order to minimise disruption to your work.]

[Please could you show me a copy of your appointment card in respect of <<Insert Date>>.]

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

Yours sincerely,

<<Insert Name and Job Title>>
For and on behalf of <<Company Name>>