

[Print on Company Letterhead] [Print on Company Letterhead]

<<Name of Expectant Mother>>  
<<Address>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

**Re: Expectant Mother and Time Off Work**

Dear <<Name of Expectant Mother>>

Thank you for the written confirmation of your pregnancy.

Legislation requires that, as your employer, we take all reasonable precautions to protect the health and safety of employees. In particular, pregnant women are protected against any risks to their health.

To assist in this regard, we need to discuss your duties when carrying out your normal duties in your work environment and some of the potential risks to you and that of your baby. We will be seeking to adjust your duties or working hours in any way or if it is necessary to suspend you or pregnant. Please be assured that, in the event of any such adjustment, it will be suitable for you to do in the circumstances and on conditions no less favourable than those which apply in your normal work. (If necessary, we cannot eliminate a risk to your health or prevent you from being exposed to a risk (by offering alternative work) then there may be a need to suspend you for a temporary period. This last measure would only be taken as a last resort.)

Please could you let us know of any medical conditions that your doctor may have in relation to your health during your pregnancy.

You are also entitled to paid time off work if you are unable to attend appointments and any classes which may be recommended by your midwife. We may require evidence for the first appointment; however, we may require evidence for subsequent appointments.

Please could you contact <<name>> to discuss and organize a mutually convenient time for the risk assessment meeting.

Should you have any concerns whatsoever regarding your employment, please do not hesitate to contact me on the following telephone number: <<Telephone Number>>.

Yours sincerely,

<<Name>>

For and on behalf of <<Company Name>>

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