

[Print on Em

sert Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Congratulations and thank you for  
Childbirth ("EWC"), being the week

ct of your Expected Week of

You are entitled to Ordinary Mater  
Leave ("AML") of a further 26 wee  
before the EWC. Please note that

weeks and Additional Maternity  
ence at any time from 11 weeks  
ork within two weeks of the birth.

If you opt to take only OML, your d  
you on your return to work. You w  
employment under which you are c  
entitled to return to your current jo  
position open for the full period of  
alternative position with terms and  
than your current position.

changed and will be available for  
e terms and conditions of  
u opt to take AML, you are also  
nable to leave your current  
ons, you may be offered a suitable  
nt that are as good as, or better

Please confirm as soon as possibl  
date on which you wish the leave t  
this date you are required to give 2

15<sup>th</sup> week before the EWC, the  
u subsequently wish to change

I look forward to hearing from you  
your information. Please do not h

of our Maternity Leave Policy for  
ou have any queries.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company

Enc. Maternity Leave Policy