**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

As previously notified to you, your expected return to work date after maternity leave is [insert date]. As this date is fast approaching, I am writing to let you know the arrangements for your return.

[Select from the paragraphs below and delete as appropriate]

Your terms and conditions have not changed since your maternity leave started, including your hours of work. For clarification, your working hours are [insert details]. On your first day back, your line manager will catch up with you for a return to work interview to go through any changes that have occurred during your maternity leave that we have not already made you aware of.

[OR]

On your first day back, I can confirm that the shift you will be working is [specify shift/working hours]. This means that we expect you to attend work at [insert time]. On your first day back, your line manager will catch up with you for a return to work interview to go through any changes that have occurred during your maternity leave that we have not already made you aware of.

[OR]

Further to discussions that have already taken place, you are aware that the role you were performing before your maternity leave no longer exists because of developments that took place during your leave. Our earlier discussions included options for alternative roles and I wish to pick this discussion up with you again on your return. Therefore, I would be grateful if we could meet at [insert time] at [insert place] at on your first day back so that we can reach an agreement.

I look forward to seeing you again on at [insert date].

Yours sincerely,

[Insert name]

[Insert job title]