**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I write further to our [delete as appropriate - telephone conversation/your letter] on [insert date] where you informed us that you intend to return to work following maternity leave on [insert date].

Thank you for providing us with this information and we have noted it on your record. We look forward to your return on [insert date]. [Insert name] will meet with you on this day to update you on any events that occurred during your maternity leave, and to discuss your work duties with you.

I would like to remind you that you are able to change your intended date of return, provided you give me at least eight weeks’ notice. This applies whether you wish to bring the date forward or push it back, subject to your maximum entitlement of 52 weeks. However, please note that you are not able to return to work for the [delete as appropriate - two week period/ four week period] immediately following the birth which is known as the compulsory maternity leave period.

If you are unable to return on the date mentioned above for any reason, we ask that you let us know as soon as possible. If you are unable to attend due to sickness, the normal rules on notification of sickness absence will apply which you will find in our sickness absence policy.

We look forward to your return on [insert date].

Yours sincerely,

[Insert name]

[Insert job title]