**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I refer to our previous communication regarding your maternity leave and I note that you intend your leave to start on *[*insert date*]*.

Bearing in mind the close proximity of your leave commencing, I would like to meet with you to discuss various matters relating to your leave. Therefore, I would be grateful if you would attend a meeting with me on *[*insert date, time and location*]*.

To give you an idea of what I would like to talk about at the meeting, I have listed some topics below:

* who will be covering your duties whilst you are on leave
* preparation of the necessary handover of duties
* Keeping in Touch days
* the impact of maternity leave on your holiday entitlement
* confirmation of arrangements for contact with you whilst on leave
* confirmation of your return date
* reminder of arrangements for adjusting your return to work date.

I have enclosed a copy of the maternity leave policy which sets out your entitlements during maternity leave and the option to take shared parental leave should you wish to do so.

Please do not hesitate to contact me if you have any questions about this meeting.

Yours sincerely,

*[Insert name]*

*[Insert job title]*