**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I refer to your letter dated *[insert date]* in which you have given notice of your wish to return to work on an earlier date than previously agreed.

Your original return to work date was *[insert date]* and you have now requested to bring that date forward to *[insert date]*.

I am pleased to confirm that your request has been authorised and as such, your first day back at work after maternity leave will be *[insert date]*.

You will be required to attend work at your usual start time on this date. *[Delete as appropriate – Your line manager/I]* would like to meet with you on that day to welcome you back to the team and to update you on any developments that have occurred during your leave that we have not already informed you about.

I would like to remind you that you may be able to take shared parental leave due to your early return and I have enclosed our shared parental leave policy so that you can refer to the information on entitlements, eligibility and notice requirements.

We look forward to your return to work. Please do not hesitate to contact me if you have any queries about your return.

Yours sincerely,

*[Insert name]*

*[Insert job title]*