**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I am writing further to your letter dated *[insert date]* in which you advised me that you wish to change the date that your maternity leave will start.

*[Select from the paragraphs below and delete as appropriate]*

As you know, we require a minimum of 28 days’ notice before your original start date of a date change. As you have met this notice requirement, I am happy to confirm that your maternity leave start date has been changed.

Therefore, your maternity leave will now commence on *[insert date]*.

The new start date means that your maternity leave end date will also change, given that you have a maximum 52 week entitlement to maternity leave. This means that your maternity leave will now end on *[insert date]*.

*[OR]*

As you know, we require a minimum of 28 days’ notice before your original start date if you wish to change that date. We note that you have not provided us with the required notice which means that I am unable to authorise the new start date. Therefore, your maternity leave will still begin on *[insert date]* being the date that you had originally informed us as the start date of your maternity leave, and will end on *[insert date]*.

I would like to make you aware that pregnancy related sickness absence in the four-week period before your expected week of childbirth will automatically trigger the start of your maternity leave from the day after the first day of absence. In addition, you leave will start on the day after the birth in the event that your baby arrives early and before your leave has already started.

If you have any questions regarding the content of this letter please do not hesitate to contact me on *[insert telephone number]*.

Yours sincerely,

*[Insert name]*

*[Insert job title]*