**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I would like to extend my congratulations to you on the birth of your baby on *[insert date]*. I trust that you and your baby are doing well.

Because your baby arrived before your maternity leave had started, the start date of your maternity leave has automatically changed. I can confirm that the start date for both maternity leave and maternity pay is now *[insert date]*.

As you are aware, you are entitled to a maximum of 52 weeks’ maternity leave in total, broken down as follows:

* 26 weeks’ ordinary maternity leave
* 26 weeks’ additional maternity leave that starts immediately after ordinary maternity leave.

Your maternity leave will therefore end on *[insert date]*.

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

Unfortunately you are not entitled to receive statutory maternity pay as you do not meet the qualifying conditions. The attached SMP1 form provides more information on this.

However, you may be eligible to receive state maternity allowance (SMA) and I would advise that you contact your Job Centre Plus to clarify this. The attached SMP1 form will assist in your claim.

*[OR]*

You are entitled to receive statutory maternity pay (SMP) for a maximum 39 weeks. Generally speaking, the first six weeks of SMP is paid at 90 per cent of your average weekly earnings, which is *[insert amount].* The remaining maximum 33 weeks is paid at the standard rate *[insert amount],* however, if 90 per cent of your average weekly earnings is less than the standard rate, you will receive 90 per cent of your average weekly earnings for the entire maternity pay period. The average weekly earnings are taken from the eight weeks up to and including the ‘qualifying week’. Your qualifying week is *[insert date].*

I must inform you that any entitlement to SMP may be affected if you work for another employer whilst you are receiving SMP. You must therefore inform us if this happens.

*[OR]*

You are entitled to receive Company maternity pay as per our Company policy. Set out below are the details of that scheme:

*[Insert details of Company maternity leave]*.

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 or four week period]* immediately following the birth which is known as the compulsory maternity leave period.

During your maternity leave, you may work for up to 10 days without losing your entitlement to maternity leave and *[delete as appropriate – SMP/MA].* These are called keeping in touch days (KIT days). You may not work a KIT day within the *[delete as appropriate - two weeks/four weeks (period is four weeks if employee works in a factory environment)]* after you have given birth.

Please do not hesitate to contact me if you have any questions about your maternity entitlements, or if you would like more information on KIT days.

Yours sincerely,

*[Insert name]*

*[Insert job title]*