**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

As previously notified to you, your expected return to work date after maternity leave is *[insert date].* As this date is fast approaching, I am writing to let you know the arrangements for your return.

Prior to your return, I would like to meet with you to discuss your return and update you on any developments that have taken place during your period of leave that we have not already informed you of. I would like to arrange a meeting with you at *[insert location]* at *[insert time]*.

In addition, I propose we will also cover the following points:

 *[Delete as appropriate]*

* Proposed return to work date
* your annual leave entitlement for the remainder of the leave year
* what we may be able to do to support your transition back to work, in terms of training on new systems
* the nature of your flexible working request
* any bespoke arrangements for your return.

Please let me know if the suggested time and date are not convenient for you.

Please do not hesitate to contact me on *[insert telephone number]* if you have any queries about this meeting or any other aspect of your return.

Yours sincerely,

*[Insert name]*

*[Insert job title]*