

MATERNITY LEAVE LETTER

To: _____

From: _____

Employee Name: _____

Employee Address: _____

Subject: Maternity Leave Notification

Dear Sir/Madam, I am writing to formally notify you that I am pregnant and wish to commence my maternity leave in accordance with the Employment Rights Act 1996, the Maternity and Parental Leave etc. Regulations 1999, and all relevant UK legislation. I intend to take the statutory maternity leave to which I am entitled, including ordinary maternity leave (26 weeks) and additional maternity leave (up to a further 26 weeks). This letter serves to comply with the notification requirements and to assist with planning for my absence.

Expected Week of Childbirth (EWC)

The expected week of childbirth is: _____

Maternity Leave Start Date

I intend to start my maternity leave on: _____

I understand that I must provide you with at least 28 days' notice of my intended start date for maternity leave, unless this is not reasonably practicable. I confirm that I will provide a copy of my MATB1 certificate as evidence of my pregnancy and expected week of childbirth.

Maternity Pay

I understand that I may be entitled to Statutory Maternity Pay (SMP) or maternity allowance, subject to meeting the qualifying conditions. Please provide details of the procedures and documentation required to process any payments due during my maternity leave.

Return to Work

I intend to return to work after the conclusion of my maternity leave. I acknowledge my right to return to the same job after ordinary maternity leave, and to a suitable alternative job with no less favorable terms and conditions after additional maternity leave, in accordance with UK employment law.

Contact During Maternity Leave

Please inform me of any procedures regarding contact during my maternity leave, including keeping in touch days and any other relevant details.

Right to Cancel or Amend Notification

I understand that I may change my mind about the start date of my maternity leave by giving you notice in writing at least 28 days before the original start date or the new start date, whichever is earlier.

Acknowledgment

Please acknowledge receipt of this notification and confirm any next steps required on my part.

Employee Signature

Employer Signature

Signature: _____

Signature: _____

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