***This draft is an example template. Contact the HR Helpline for advice on adapting and issuing this letter in a particular case.***

**LETTER TO EMPLOYEE AFTER MATERNITY LEAVE HAS BEEN AUTOMATICALLY TRIGGERED**

Dear [NAME]

**Maternity Leave**

I note that you are absent from work due to a pregnancy related reason.

Given that this absence has occurred within 4 weeks of the week in which your baby is due, your maternity leave will automatically commence with effect from [DATE - the day following the first day of the absence within the 4 week period].

Your entitlement to maternity pay or maternity allowance will commence on that date.

Your expected return to work date will now be [DATE]. If you decide to return to work before this date, you must give us at least 8 weeks' notice. If you give insufficient notice of your return we may have the right to postpone your return date.

Should you have any queries about the contents of this letter please do not hesitate to contact me.

Yours sincerely

[NAME]