**Letter - Advising a pregnant employee that their maternity leave will be triggered**

**if their pregnancy related absence continues**

**into the fourth week before the expected week of childbirth**

Dear [NAME]

**Absence due to a pregnancy related reason**

I understand that you are currently absent from work due to a pregnancy-related reason. I am writing to advise you that, should your absence continue into the four weeks before the expected week of childbirth, it will trigger the start of your maternity leave.

I would be grateful if you could contact me at your earliest convenience to provide an update.

Yours sincerely

[NAME]