**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

I am writing to inform you that your maternity leave has been automatically triggered earlier than planned.

This is because you have informed us that your current sickness absence is due to a pregnancy-related reason. Your maternity leave will no longer begin on the date that you have previously informed us as your preferred start date but instead began on *[insert date]*. This is also the start date for maternity pay.

As a reminder of your entitlements, you are entitled to a maximum of 52 weeks’ maternity leave which is broken down into 26 weeks' ordinary maternity leave and 26 weeks' additional maternity leave which starts immediately after ordinary maternity leave has ended. Due to the new start date of your maternity leave, your leave will end on *[insert date]*.

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.

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.

In the meantime, I would like to extend my congratulations to you on the birth of your baby.

Yours sincerely,

*[Insert name]*

*[Insert job title]*