

# Maternity leave letter template

## From employee to employer

### Subject:

Maternity Leave Request - [Your Name]

### Body:

Dear [Employer's Name],

I am writing to formally notify you of my pregnancy and my intention to take maternity leave following the statutory requirements. I am currently expecting my baby on [Expected Due Date], and I plan to start my maternity leave on [Start Date of Maternity Leave].

As per the statutory guidelines, I understand that I am entitled to 52 weeks of maternity leave. However, I intend to take [Number of Weeks You Plan to Take] weeks of leave and, barring any unforeseen circumstances, plan to return to work on [Expected Return Date].

I have attached my MAT B1 maternity certificate, confirming my pregnancy and the expected due date of my baby. I understand that this will be used to arrange my Statutory Maternity Pay.

I am committed to making this transition as smooth as possible and will do my utmost to ensure all my responsibilities are up to date before my leave. I am also happy to assist in any way possible in finding a temporary replacement during my maternity leave if necessary.

Please let me know of any information or forms I need to complete before my leave begins. I appreciate your understanding and support during this important time.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

## From employer to employee

### Subject:

Confirmation of Maternity Leave Request – [Your Name]

### Body:

Thank you for your notification of the date on which you wish to commence your maternity leave.

You are entitled to Ordinary Maternity Leave (OML) of 26 weeks and Additional Maternity Leave (AML) of a further 26 weeks. Therefore, the date on which you are expected to return to work is [Date]. You are not required to give any further notification if you return to work on this date. If you wish to return to work before the end of your full maternity leave entitlement, you must provide eight weeks' notice of the date you intend to return. If you do not give eight weeks' notice, then we may postpone your early return date by up to eight weeks but no later than the end of your additional maternity leave period.

[As you have chosen to take AML, you are entitled to return to your current job at the end of your AML period. However, if it is not reasonably practicable for you to return to your old job we may offer you a suitable and appropriate alternative position with terms and conditions of employment that are equivalent or superior to those under which you are presently employed.] During your maternity leave period, you are [eligible to receive 39 weeks' Statutory Maternity Pay (SMP)] OR [not eligible to receive Statutory Maternity Pay (SMP)].

[SMP will be paid at the rate of {£, state amount} per week for six weeks and then {£, state amount of SMP} per week for {33} weeks.] OR [The attached SMP1 form explains why you are not entitled to SMP. You may, however, be entitled to Maternity Allowance. You should take this form to your nearest JobCentre Plus for further information.] If you do not wish to return to work at the end of maternity leave, you must give us proper notice of termination of employment in accordance with your contract of employment. Please refer to our Maternity Policy for further information. Please do not hesitate to contact me if you have any queries.

Yours sincerely,

[Name & Title]

For and on behalf of [Company Name]

## Take free trial of CharlieHR

Save yourself hours every week – and spend it building a happy, high-performing team instead

Try for free

