**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

I would like to extend my congratulations to you on the birth of your baby on *[insert date]*. I trust that you and your baby are doing well.

Because your baby arrived before your maternity leave had started, the start date of your maternity leave has automatically changed. I can confirm that the start date for both maternity leave and maternity pay is now *[insert date]*.

As you are aware, you are entitled to a maximum of 52 weeks’ maternity leave in total, broken down as follows:

* 26 weeks’ ordinary maternity leave
* 26 weeks’ additional maternity leave that starts immediately after ordinary maternity leave.

Your maternity leave will therefore 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.

Yours sincerely,

*[Insert name]*

*[Insert job title]*