**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Firstly, I would like to express my sadness at hearing your news. I am aware that this will be a very difficult for you and your family and I extend my deepest sympathy to you all.

I am taking this opportunity to explain your maternity entitlements in these unfortunate circumstances.

*[EITHER]*

You have indicated previously that you wished to start maternity leave on *[insert date].* Unfortunately, you are no longer entitled to take maternity leave or receive maternity pay because your miscarriage occurred before 24 weeks of pregnancy.

*[OR]*

You had not given any previous indication of when you wished to start your maternity leave. In any case, due to the circumstances, you are unfortunately no longer entitled to take maternity leave or to receive maternity pay because your miscarriage occurred before 24 weeks of pregnancy.

In these circumstances, the Company’s usual sickness absence procedures will apply, including the requirement to report your absence.

*[EITHER]*

You will receive statutory sick pay (SSP) provided you meet the usual requirements, which can last for up to 28 weeks and is currently paid at the rate of *[insert amount]* per week. Absences of up to seven calendar days can be self-certified but absence in excess of this must be covered by a medical certificate

*[OR]*

The Company operates a contractual sick pay scheme which you qualify for during your absence. Therefore, you will be paid at full pay for *[insert number]* *[delete as appropriate – weeks/months]*. Company sick pay is offset against any SSP entitlement.

Optional] I would like to remind you that, as an employee of [insert Company name] you have access to a confidential counselling service in case you would like to speak to a trained counsellor about what has happened. This service is strictly confidential and no details will be passed to the Company of the content of any call you make. You can access this service at any time on [insert phone number].

Once again, I am very sorry for your loss. Please do not hesitate to contact me if there is any further support I can offer you.

Yours sincerely,

*[Insert name]*

*[Insert job title]*