

MATERNITY LEAVE LETTER

Employer Name: _____

Employer Address: _____

Employee Name: _____

Employee Address: _____

Subject: Maternity Leave Notification and Confirmation

Dear Sir/Madam,

This letter serves as formal notification from the undersigned employee regarding her entitlement to maternity leave under the applicable UK employment laws, including but not limited to the Employment Rights Act 1996 and the Maternity and Parental Leave etc. Regulations 1999. The employee hereby confirms her intention to commence maternity leave in accordance with company policy and statutory provisions.

The employee affirms that she has been employed continuously for the qualifying period required to be eligible for Statutory Maternity Leave and Statutory Maternity Pay as set out by the UK Government guidelines. Further, she understands and acknowledges the rights and obligations pertinent to maternity leave, including the duration of leave, notice periods, and procedures for returning to work.

Please be advised that the employee intends to begin maternity leave no earlier than 11 weeks before the expected week of childbirth. The employee will provide the appropriate MAT B1 certificate and any other documentation that may be required to process this leave.

The employer confirms receipt of this notification and agrees to comply with all statutory obligations regarding maternity leave, including maintaining the employee's contractual terms and conditions, and ensuring protection against unfair treatment or dismissal related to maternity.

Should there be any changes to the expected dates or any additional requirements, the employee commits to informing the employer promptly and in writing, as per company policy and legal requirements.

Rights and Obligations Summary:

1. The employee is entitled to up to 52 weeks of maternity leave, consisting of 26 weeks of Ordinary Maternity Leave followed by 26 weeks of Additional Maternity Leave.
2. Statutory Maternity Pay (SMP) will be paid subject to eligibility criteria and notice provisions.
3. The employee must provide at least 28 days notice before intended start date of maternity leave.
4. The employee has the right to return to the same job after Ordinary Maternity Leave and to a suitable alternative job after Additional Maternity Leave if returning within 52 weeks.
5. The employer shall not unlawfully dismiss, penalise, or discriminate against the employee for pregnancy or maternity leave.
6. The employee is entitled to attend up to 10 antenatal care appointments during working hours.
7. The employer shall maintain all contractual benefits (other than remuneration) during maternity leave.

Please acknowledge receipt of this letter and confirm your acceptance by signing below. Yours faithfully,

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