[Your name]

[Address line 1]

[Address line 2]

[Address line 3]

 [Postcode]

[Date]

[Employer’s name]

[Address line 1]

[Address line 2]

[Address line 3]

[Postcode]

Dear [name of HR contact]

This letter is to inform you that I am pregnant and wish to take maternity leave.

My baby’s due date is in the week beginning [enter date].

I will give you my MAT B1 certificate signed by my doctor or midwife which confirms this date when I receive it. I’ve been told this won’t be until I’m 25 weeks pregnant.

I qualify for 52 weeks’ maternity leave, made up of 26 weeks’ ordinary maternity leave and a further 26 weeks’ additional maternity leave. I would like to start my maternity leave (and maternity pay if I qualify) on [enter date]. If I want to change this date, I will give you at least 28 days’ notice.

Please let me know if I qualify for maternity pay and what amounts I will receive.

I intend to return to work on [enter date]. However, I understand that you will write to me to confirm the date that I am due back. If I want to change the date I am coming back to work, I understand that I must give you at least eight weeks’ notice.

I look forward to hearing from you.

Yours sincerely,

[Your signature]

[Your name]