TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Maternity Leave Letter

Dear **[Employer Name]**,

I am writing to let you know that I’m pregnant and that my baby is due **[Date]**  I have enclosed my MATB1 certificate which confirms my due date.

I would like to start my maternity leave and pay on **[Date]** I understand that if I wish to change this date, I must give you a minimum of **[Number]**  days’ notice.

I understand that I qualify for **[Number]** weeks' maternity leave, made up of **[Number]** weeks ordinary maternity leave and a further **[Number]**  weeks additional maternity leave.

I believe I qualify for SMP. Please can you confirm this and let me know what amount I will receive.

Please let me know if you require any information. I look forward to hearing from you to confirm these details.

Yours faithfully

**[Name]**