TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Maternity Leave Letter

Dear **[Name],**

This letter is to confirm the following on **[Name]** employment.

* She is a full-time employee with a current gross annual salary of **[$]**.
* She is currently on maternity leave and will return to work on the **[Date].**
* During this period, she is entitled to full pay for the period between **[Date].**
* She will be on unpaid for the remainder of her leave.
* She will be returning to a permanent full-time position.
* Her gross annual income will be **[$]** when she returns to work.

Please feel free to contact our Human Resources department if you require any additional information.

Regards

**[Name]**