

Please complete and return this form to your department or line manager on or before the expected week of childbirth.

[Insert letter date]

[Insert organisation name and address]

Notification of intention to take Maternity Leave
(For employees entitled to Contractual Maternity Leave)

Dear *[Insert name of manager]*

This letter is to inform you that I am pregnant and intend to take Maternity Leave and to apply for Statutory Maternity Pay (SMP).

Please find enclosed my MAT B1 certificate from my *[hospital or medical practice]*.

I intend to commence my period of Maternity Leave on *[insert date]*.

[Please select from the following:

At this stage I wish to retain my right to return to work after my period of Maternity Leave.
OR

I will not be returning to work after my period of Maternity Leave.

My expected week of childbirth corresponds to *[insert week]*.

I will give at least 28 days notice of my intention to take Maternity Leave before the end of 26-week period.

Please inform me of my entitlement to contractual pay and benefits arranged under my contract of employment.

- I have at least *[State requirements]* to claim Contractual Maternity Pay.
- I understand that Contractual Maternity Pay is payable if I return to work for at least 13 weeks.
- I agree to repay the amount of Contractual Maternity Pay if I return to work for the agreed period, as this money can be recovered from my annual leave or tax refunds.

Declaration

I have read the organisation's Maternity Policy and I agree to the following:

1. I will reply to all correspondence within a reasonable time.
2. I understand that failure to comply with the organisation's requirements may affect my entitlement to return to work early.

Yours sincerely

[Print full name and department name]

Enc. MAT B1