**Confirming Pregnancy to Employer**

**Subject:** Confirming My Pregnancy

Hi [Manager's Name/HR Dept],

As per our earlier conversation, I’m writing to confirm that I’m expecting a baby, with an estimated due date of [Insert Date]. I’ll be in touch in due course with my MATB1 form to begin the process of arranging maternity leave and any required support.

Please let me know what the next steps are and what paperwork needs completing.

Kind regards,
[Your Name]

**Requesting a Maternity Risk Assessment**

**Subject:** Requesting a Maternity Risk Assessment

Hi [Manager's Name/HR Dept],

As I’ve recently confirmed my pregnancy, I’d like to request a maternity risk assessment in line with health and safety obligations. Please let me know a suitable time to complete this or if there is a process I should follow.

Thank you in advance,
[Your Name]

OR

**Subject:** Request for Updated Maternity Risk Assessment

As discussed earlier, I’m writing to confirm a change in my health circumstances during pregnancy which may impact my work and working environment. I’d like to request an updated maternity risk assessment to ensure everything remains safe and appropriate for me and the baby.

Please let me know the next steps or if I need to speak with HR/Occupational Health directly.

Thank you for your support,
[Your Name]

**Advising of Midwife/GP/Hospital Appointments**

**Subject:** Upcoming Antenatal Appointment(s)

Hi [Manager's Name],

I have an upcoming antenatal appointment with [e.g. midwife/GP] on [Insert Date & Time], which I’ll need to attend during working hours. As per maternity rights, these appointments are protected time off. I will ensure to forward copies of appointment letters as I receive them.

Thanks for your understanding,
[Your Name]

*Partner/Secondary Parent email*

**Subject:** Request for Time Off – Antenatal Appointment

Hi [Manager's Name],

I’d like to request time off to attend an antenatal appointment with my partner, who is currently pregnant.

The appointment is scheduled for:
Date: [Insert date]
Time: [Insert time]
Location: [Insert location – optional]

As per my legal entitlement, I understand I can take *(unpaid)* time off to attend up to two appointments. Please let me know if you need any further details or if there’s a specific process I should follow.

Thank you for your support,
[Your Name]

**Requesting Maternity Pay Schedule**

**Subject:** Request for Maternity Pay Breakdown

Hi [HR/Payroll Contact or Manager's Name],

Could I kindly request a breakdown of my maternity pay schedule based on my dates and eligibility? I’d like to plan ahead financially and would appreciate any detail you can provide.

Best wishes,
[Your Name]

**Requesting a KIT or SPLIT Day**

**Subject:** KIT/SPLIT Day Request

Hi [Manager's Name],

I hope you are well.

I’d like to arrange a/some KIT (Keeping in Touch) day(s) on [Insert Date/s], if that works for you and the team. Please let me know what might be useful for me to be involved in and if any paperwork is needed in advance.

Looking forward to hearing from you,
[Your Name]

**Changing Return to Work Date**

**Subject:** Updated Return to Work Date

Hi [Manager's Name],

I’m writing to confirm a change to my return-to-work date. My new planned return date is [Insert New Date], which gives more than the required 8 weeks’ notice.

Please let me know if you need this confirmed via an internal form.

Kind regards,
[Your Name]

**Requesting a Hand-over Meeting (Pre-Leave)**

**Subject:** Request for Handover Meeting

Hi [Manager's Name],

As my leave approaches, I’d like to arrange a handover meeting to ensure a smooth transition. Please let me know your availability so we can go over key responsibilities and any documentation I can prepare.

Thanks,
[Your Name]

**8. Communication Preferences During Leave**

**Subject:** Communication During Maternity Leave

*Minimal Contact Preference (Legal/Essential Only)*

Hi [Manager's Name],

As I prepare for maternity leave, I’d like to let you know that I’d prefer not to be contacted during my time away from work, except where there is a legal requirement or essential update that I need to be aware of (such as redundancy, restructure, or changes to my role).

Please rest assured I’ll be available for anything urgent if required, but otherwise I’d like to take this time to fully focus on my family.

Thanks for your understanding,
[Your Name]

*Average Contact Preference*

Hi [Manager's Name],

As I prepare to go on leave, I wanted to clarify that I’m happy to stay lightly in touch with the team through [email/WhatsApp/etc.], but I’d prefer to avoid regular work contact unless needed or pre-agreed.

Please don’t hesitate to reach out for urgent matters or important updates.

Warmly,
[Your Name]

*High Involvement Preference (Customisable)*

***Subject:*** *Communication Preferences During Leave*

Hi [Manager's Name],

As I head off on maternity leave, I’d love to stay connected with the team and key updates. I’d prefer to be contacted via [insert preference: email/WhatsApp/text] and would like to be kept in the loop on:
– [e.g. Team updates]
– [e.g. Key project progress]
– [e.g. Role or department changes]
– [e.g. Social events I may wish to join]

I’m also open to discussing [KIT/SPLIT days or team check-ins/meetings] as appropriate, and I’ll let you know if my preferences change at any point.

Thanks so much,
[Your Name]

**9. Returning from Leave: Confirming First Day Back**

**Subject:** Confirming Return to Work

Hi [Manager's Name],

I’m confirming that I’ll be returning to work on [Insert Date]. I’d love to arrange a quick check-in before I start, to ensure a smooth reintroduction to the team, role, and any updates.

Many thanks,
[Your Name]

**10. (Optional) Requesting Flexible Working Ahead of Return**

**Subject:** Flexible Working Request

Hi [Manager's Name],

I’d like to formally request flexible working arrangements following my maternity leave. I’ve attached my request outlining my preferred working pattern and how I believe it can work well for the business.

Please let me know the next steps in your review process.

Kind regards,
[Your Name]

**11. Notification of Adoption and Request for Adoption Leave**

**Subject:** Notification of Adoption and Request for Leave

Hi [Manager's Name],

I’m pleased to let you know that I have been matched with a child for adoption, and I would like to formally request adoption leave.

The expected date of placement is [insert date], and I understand I must give at least 28 days' notice before the leave is due to begin.

Please let me know the next steps in terms of HR paperwork, and whether any further information is required at this stage.

Thank you for your support,
[Your Name]

**12. Request for Time Off to Attend Adoption Appointments (Pre-Placement)**

**Subject:** Request for Time Off – Adoption Appointment

Hi [Manager's Name],

I’m writing to request time off to attend a pre-adoption appointment as part of the adoption process. This is an essential step required by the adoption agency, and I understand that I am legally entitled to time off for up to 5 adoption appointments (main adopter) or 2 appointments (partner).

The appointment details are as follows:
Date: [Insert date]
Time: [Insert time]

Please let me know if any further details are needed or if there is a specific process I need to follow.

Thank you,
[Your Name]

**13. Confirming Return to Work Following Adoption Leave**

**Subject:** Return to Work After Adoption Leave

Hi [Manager's Name],

I’d like to confirm my planned return to work date following adoption leave as [insert date]. Please let me know if there are any meetings or forms I need to complete in advance of my return.

If possible, I’d also like to arrange a short check-in or a handover discussion to help me transition back smoothly. Please let me know your availability.

Kind regards,
[Your Name]