**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First**

[Letterhead Details]

***Addressee (Full Name)***

**Address 1**

**Address 2**

**Address 3**

**Address 4**

**Address 5**

***Ref: [Sender’s Initials]/[Employee’s Initials]/[Number]***

***[Date]***

***Dear [Employee Title, Employee Surname],***

**Re: Return from Maternity\* / Adoption\* / Shared Parental leave\* (delete choice as appropriate)**

I am writing to confirm our discussion on *[Insert Date]* about your return to work from Maternity\* / Adoption\* / Shared Parental leave\* (\*delete as appropriate).

You are due to return to work on ***[insert date]***. I have confirmed this date with our payroll department. If you did want to return to work sooner you would need to provide 28 days written notice, as per our policy.

We agreed that you would need to complete the following on your return to work;

* ***[Insert details of any training or support agreed for your employee to complete on their return to work]***.

I confirmed that you have ***[Insert details of annual leave accrued* *during their leave and any outstanding leave they had which they did not take before their leave started]*** annual leave to use and we agreed ***[Insert details of how many hours/days leave would be used prior to their return to work]*** would be taken between ***[Insert date]*** and ***[Insert date]*** and therefore your actual return date into the workplace will be ***[Insert date]***.

I wish you well for the remainder of your leave and look forward to you returning.

If you have any questions in the meantime please do not hesitate to contact me.

Yours sincerely,

***[Name]***

***[Job Title]***

***[cc:]***