<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Recipient's Name>>

<<Company / Employer's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

**Re: Pregnancy and Maternity**

I am writing to inform you that I have recently found out that I am pregnant. At this time I do not know when my Expected Week of Childbirth will be, however I will inform you as soon as I know.

I would be most grateful if you could inform me of the necessary steps to take to arrange my maternity leave and working during my pregnancy. Please also send me any documentation that I am required to complete.

Thank you in advance for your assistance in this matter. I look forward to hearing from you.

# Yours sincerely

<<Name & Title>>