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# THE METHINTDOUR CHRONICLES

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## The Stracyl of Unity



**Allan Frost**

# The Stracyl Of Unity

**Ensheng Dong**



## **The Stracyl Of Unity:**

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i am writing to you about your maternity leave and pay as we have discussed you are eligible for 52 weeks maternity leave made up of 26 weeks ordinary maternity leave immediately followed by 26 weeks additional maternity leave given your chosen start date of insert date your maternity leave will end on insert date

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reply to the employee within 28 days tell them they re entitled to 52 weeks maternity leave confirm their return to work date

they can change it later if they want to take less but must give you 8 weeks notice if the employee tells you how long they want off use this to work out their return to work date

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use this letter when you need to communicate with an employee about their return from maternity leave date and any related arrangements or queries that they may have raised with you the template provides drafting options to cover the following scenarios and topics

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jun 1 2013 send this letter to an employee who has informed you of her pregnancy to confirm details of the health and safety risk assessment to inform the employee of her entitlement to maternity leave and statutory maternity pay and to give details of working during maternity leave and holiday entitlement

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employer s confirmation of maternity leave letter when you receive the employee s maternity leave request you typically respond with a confirmation letter your response acknowledges the request outlines the terms of the leave including duration and maternity pay and outlines the process for the team member returning to work

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this letter is to inform you that your maternity leave request has been reviewed and approved we understand that you will have to be absent from may 15 to june 15 we wish you a safe and relatively easy delivery and look forward to seeing you and your baby very soon

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nov 21 2022 5 explain why you are writing your letter when writing your letter be clear and direct as much as possible

share how long you intend to be on maternity leave and include the specific dates of the beginning and end of your leave your maternity leave letter may also include the expected date of your delivery 6

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