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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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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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