

Maternity Leave Entitlement Acknowledgment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to confirm your maternity leave entitlement following your recent notification of pregnancy. According to our company policy and applicable labor laws, you are entitled to [insert duration of maternity leave] of maternity leave.

Your maternity leave is scheduled to begin on [Insert Start Date] and is expected to conclude on [Insert End Date]. Please remember to submit any necessary documentation, including medical certificates, to support your leave request.

During your leave, [Insert relevant information about pay, job security, and contact information].

If you have any questions or require further clarification, please do not hesitate to contact [Insert Contact Person's Name] at [Insert Contact Details].

We wish you all the best during this special time and look forward to your return.

Sincerely,

[Your Company's Name]

[Your Name]

[Your Position]