

[Print on

insert Address]

<<Name of Expectant Mother>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear <<Name of Expectant Mother>>

Thank you for your written confirmation. As your employer, I take all reasonable precautions to ensure your safety in your employment. To assist me, I may need to discuss with you any hazards that you may face when carrying out your normal duties. This is a simple exercise that requires a discussion of your duties and some assessment of the health of you and your baby.

However, in the first instance, you should take action as follows:

- a. Show your G.P. your job and work activities.
- b. Let me know in writing any changes that are necessary to your employment. This will enable me to assess any hazards that you may face.

Should you have any concerns whilst carrying out your employment, please do not hesitate to contact me on the following telephone number: <<Contact Telephone Number>>.

Yours Faithfully,

<<Name>>

<<Title>>