

S

<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Recipient's Name>>  
<<Company / Employer's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

Re: << >> days

I am aware that during my Maternity ("KIT") day. I understand that such days can include training days and other events.

work on a Keeping In Touch ("KIT") day. I understand that such days can include training days and other events but can also

[I have not yet taken any of my permitted days. I would like to return to work for <<Insert description e.g. a specific project>> on <<Date>> for a period of <<Insert number of hours>>]

would like to return to work for <<Insert description e.g. a specific project>> on <<Date>> for a period of <<Insert number of hours>>]

OR

[As you will be aware, I have already taken <<Insert number of days>> days and would now like to return to work for <<Insert description e.g. a specific project>> on <<Date>> for a period of <<Insert number of hours>>]

T days and would now like to return to work for <<Insert description e.g. a specific project>> on <<Date>> for a period of <<Insert number of hours>>]

I would like to discuss the possibility of <<Insert description e.g. a specific project>> necessary arrangements, pending <<Insert description e.g. a specific project>>]

k for a KIT day and to make the necessary arrangements, pending <<Insert description e.g. a specific project>>]

I look forward to hearing from you <<Insert description e.g. a specific project>>]

Yours sincerely

<<Name & Title>>

A

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P

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