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

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

<<Date>>

Dear << >>

Ineligible for Statutory Maternity Pay (SMP)

I am writing following our discussion on your eligibility to maternity leave and maternity pay.

As we discussed, you are entitled to 26 weeks' Ordinary Maternity Leave. Ordinary Maternity Leave starts immediately after Ordinary Maternity Leave starts on << insert date>>, then your maternity leave

Unfortunately, you are not entitled to Statutory Maternity Pay as you do not meet the qualifying conditions because <<state reason>>

[e.g. You were not employed by me on the day you gave birth to your baby;
Your average weekly earnings were less than the minimum threshold;
You did not tell me soon enough that you were pregnant;
You did not give me medical evidence of your pregnancy;
You did not tell me soon enough that you were pregnant;
You were in legal custody; or
You have started work after the birth of your baby;

The attached SMP1 form provides details of your entitlement to Statutory Maternity Pay. You may be eligible for Maternity Allowance. See the link below: <https://www.gov.uk/maternity-allowance/how-to-claim>.

If you have any further questions, please do not hesitate to contact me.

Yours sincerely

<<Name & Title>>

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