# Appendix C

#  *Informal Notification of Pregnancy*

 *(Date)*

Dear ……………,

Please accept this letter as notification that I am expecting a baby. The expected date of childbirth is *(Enter Date).*

I shall look forward to hearing from the employer in due course with further information on the maternity process.

Signed …………………………………………. Date …………………………………

Name…………………………………………………. *(Print Name)*

To be submitted by employee no later than the beginning of the 15th week before the Expected Week of Childbirth (EWC)

Please send this letter to the maternity contact in the Board where you are currently working on placement. A contact list can be found on the Turas Hub here: <https://hub.nes.digital/lead-employer-arrangements/in-employment-information/maternity-leave-contacts/>