

# Intention To Return from Maternity Leave

## Colleague Details:

<b>Name of colleague:</b>			
<b>Colleague Number:</b>			
<b>Place of work:</b>			
<p>I am writing to confirm that, in accordance with my obligation to give my employer at least 8 weeks' notice of my intention to return earlier to work, my new expected date of return will be:</p> <p>_____</p>			
<p><b>I confirm that I have discussed and agreed this new return to work date with the appropriate members of my management team.</b></p>			
<b>Signed:</b>		<b>Date:</b>	

Please complete the form and attach it [Family Leave Service Now](#) when submitting your request.

If you are unable to access ServiceNow, please provide your completed form to your manager, for them to submit the case on your behalf.