Writing To Your Line Manager

Below is a suggestion of wording to assist you in writing to your Line Manager concerning your pregnancy.

Dear.......

I wish to inform you in confidence that I am in the early stages of pregnancy.  I am advising you at this stage, in order that a New and Expectant Mother Risk Assessments for my job can be carried out.

I have not yet commenced my antenatal care and will supply the formal documentation required in accordance with the Colleges Maternity and Family Leave Policy.

Yours sincerely........