

MICROSOFT ACCESS 2016



THE COMPLETE GUIDE

BY

STEWART MELART

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reply to the employee within 28 days tell them they re entitled to 52 weeks maternity leave confirm their return to work date

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the proper maternity leave letter to employer format includes a brief statement of your pregnancy the exact dates of your departure and return from the leave and depending on company policy an enclosed confirmation of pregnancy from your doctor

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this letter is to inform you that your maternity leave request has been reviewed and approved we understand that you will have to be absent from may 15 to june 15 we wish you a safe and relatively easy delivery and look forward to seeing you and your baby very soon

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