

Oliver Hayes

Date: 14 July 2026
Our Reference: MLR/1B9BB9F5
Document Type: Letter

Dear Oliver Hayes,

We have received your notification regarding your upcoming maternity leave request dated 2 March 2026. Thank you for informing us in a timely manner. This letter serves to acknowledge your request and provide an update on our current position and the next steps.

You have proposed to commence your maternity leave on 4 May 2026. We note the importance of this period and the need to ensure a smooth transition for your role as Sales Account Manager during your absence.

To facilitate an effective handover and cover arrangements, planning is required including preparation of a detailed client handover pack, allocation of an interim account owner, confirmation of commission payment policies, payroll absence setup, and consideration of a temporary contract for seasonal support if needed.

At this stage, we require some additional information from you to finalise the maternity leave arrangements and ensure compliance with our internal policies and statutory obligations.

In particular, we would appreciate clarification regarding your expected return date, any relevant eligibility details, and confirmation of the intended leave period or blocks you plan to take.

Once we receive these details, we will confirm the maternity leave arrangements formally and complete the necessary administrative formalities.

Please provide the requested information at your earliest convenience so we may proceed with planning and support arrangements during your maternity leave.

We will review the details you provide against our policies and coordinate with payroll and your team to ensure your absence is managed smoothly.

Should you have any questions or require assistance during this process, please do not hesitate to contact our HR department.



LETTER DETAILS

Employee
Oliver Hayes

Role
Sales Account Manager

Case type
Maternity Leave Process

Reference
HRA-1B9BB9F5



KEY DATES

Completed
14 July 2026

Kindly note that the planned maternity leave start date is 4 May 2026, so prompt attention to these matters will help us meet this timeline effectively.

HR Team

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer