Date:

Name:

Address,

Subject: termination due to extended leave

Dear Miss Lisa,

This letter is being written to you concerning the maternity leave that was supposed to end on 1st March 2023. You were given maternity leave of 3 months as per the policies of the company as well as the federal government. We also sent you several emails and letters to confirm and remind you of the date on which you are committed to returning to work. You asked for two additional leaves because of sickness which the company approved. However, you were informed that the company cannot extend the leave anymore.

Since you are not returning to work, the company has decided to terminate your due to extended pregnancy leave. As per the state and company policies, you are not eligible to get any other extension in the pregnancy leave.

As an employee, you have received many emails from the company to remind you of the ending of the pregnancy leave. However, you never showed up. Furthermore, you are not entitled to clearance of your dues since you are being terminated for not acting upon the rules and regulations of the company.

You can feel free to get in touch with us if you want to know more about your termination.

Regards,

Name of the sender

Designation