

Email Template for Communicating with Your Employer and Colleagues

Returning to work after the death of your baby can feel overwhelming. You may want people to know what has happened, but you may not know what to say. You may also want to explain what you need from your employer or colleagues without having to repeatedly have difficult conversations.

You do not have to share more than you feel comfortable sharing. These templates can be copied, changed and made your own.

Example Email to Colleagues – Letting Them Know What Has Happened

Subject: Returning to work

Hi everyone,

I wanted to let you know that I have recently experienced the loss of my baby.

I know this may be difficult news to receive, and I appreciate that people may not know what to say. I don't expect anyone to have the right words.

As I prepare to return to work, I would really appreciate your understanding and patience while I find my way back into work.

I may have difficult days, and there may be times when I need some space or may become emotional. Please don't feel that you need to avoid me or worry about saying the wrong thing. A simple "it's good to see you" is more than enough.

Thank you for understanding and for giving me the time and space I need.

Best wishes,
[Name]

Example: A Shorter Version

Subject: Returning to work

Hi everyone,

I wanted to let you know that I have experienced the loss of my baby.

I will be returning to work soon and wanted you to be aware of what has happened. I appreciate that people may not know what to say, and I don't expect you to have the right words.

I may have difficult days and may sometimes need a little space. Your understanding and kindness would mean a lot to me.

Thank you,
[Name]

Example Email to Your Employer – Explaining What You Need

Subject: Returning to work – support

Hi [Manager's name],

As I prepare to return to work following the loss of my baby, I wanted to share some things that may help me during my return.

I am looking forward to getting back into work, but I also recognise that returning after such a loss may be emotionally difficult.

It would be helpful if we could discuss:

- My planned return and working hours
- Any temporary changes to my workload or duties

- Who I can speak to if I am struggling
- How we communicate my circumstances to colleagues
- How I would like colleagues to approach the subject of my loss
- Any difficult dates or situations that may affect me
- What I can do if I become upset or need some time away from work

I may not always know in advance what I will find difficult, so I would appreciate having an open conversation and being able to review the arrangements if needed.

Thank you for your understanding and support.

Best wishes,

[Name]

Example Email to Your Employer – If You Don't Want Colleagues to Know

Subject: Returning to work – communication

Hi [Manager's name],

As I prepare to return to work, I wanted to discuss how my circumstances are communicated to colleagues.

I have experienced the loss of my baby but I would prefer not to discuss this with colleagues or have the details shared more widely.

If colleagues ask questions about my absence, I would be comfortable with [insert what you would like them to say, for example: "They have been away for personal reasons and are now returning to work."]

I would appreciate everyone's understanding and would like to be able to return to work without feeling that I need to explain what has happened.

Thank you for respecting my wishes.

Best wishes,

[Name]

Example Email to Colleagues – Setting Boundaries

Subject: A little note before I return

Hi everyone,

I wanted to share a little information before I return to work.

I have experienced the loss of my baby. I am happy for you to acknowledge this, but I may not always feel able to talk about it.

Please don't be offended if I change the subject, become emotional, or need some time alone. It isn't that I don't want to speak to you; sometimes I may simply not have the words.

What would help me most is knowing that I can be myself and that there is no expectation for me to "be back to normal."

Thank you for your kindness and understanding.

[Name]

Remember: You don't have to find the perfect words. You can change these emails, keep them short, or ask someone you trust to send the message on your behalf.

Your wishes may also change over time. It is okay to let your employer and colleagues know if what you need changes as you return to work.