

To: [Manager Name]

From: [Employee Name]

Date: [Date]

Subject: Notification of Nursing and Lactation Break Accommodation

Dear [Manager Name],

I am writing to formally notify you that I will require lactation accommodations upon my return to work on [Date]. Under the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act and relevant labor laws, I am requesting reasonable break time and access to a private space to express breast milk.

I anticipate needing approximately [Number] breaks per shift, lasting roughly [Number] minutes each. I am committed to coordinating these times with you to minimize any impact on our team's workflow and operations.

I will also require access to a private space, other than a bathroom, that is shielded from view and free from intrusion by coworkers and the public. Please let me know which designated area I should use or if we need to identify a suitable location before my return.

I look forward to working together to ensure a smooth transition back to the workplace. Please let me know if you need any further information or if there are specific procedures I should follow regarding these breaks.

Thank you for your support.

Sincerely,

[Employee Signature]

[Employee Phone Number]

[Employee Email Address]