

## SAMPLE ASSERTING RIGHTS LETTER

Dear Mr. ABC,

I am writing because I believe Main Street Ltd. has discriminated against me due to my pregnancy, contrary to the Ontario *Human Rights Code*.

Last month, I informed my manager, Mr. XYZ, that I am 3 months pregnant and will need to be careful lifting. I provided a note from my doctor explaining that I should not lift over 25 lbs. As my position is administrative and does not involve lifting, I didn't see this as a problem.

On February 1<sup>st</sup>, 2026, after providing a note, I was informed that I would need to go on medical leave without pay until my doctor cleared me to work. Human resources gave me a Functional Abilities Form with a list of my job duties to provide to my doctor.

I had my doctor complete the form, which cleared me to work, and on February 4<sup>th</sup>, I provided it to our human resources department.

It has now been two weeks since I provided the note, and I haven't had any communication from HR and haven't been returned to work. I am on leave without pay and cannot afford to stay at home.

I believe your company's refusal to allow me to work with reasonable accommodations (no lifting over 25lbs) discriminates against me as a pregnant employee.

I am requesting that Main Street Ltd. return me to work immediately. Please respond to this letter within 5 business days.

For more information on your obligations as an employer under the *Human Rights Code* with respect to pregnant employees, please review the Ontario Human Rights Commission's [Policy on preventing discrimination because of pregnancy and breastfeeding](#)

I look forward to resolving this matter.

Sincerely,  
Jane Doe