**RETURNING TO WORK LETTER**

**[Employer]**

**[Employer address]**

**[Your name]**

**[Your address]**

**Subject:** Return to work notice

Dear Mr./Mrs./Ms. **[supervisor's name],**

I'd like to officially notify you of my intention to return to work with **[employer]** on the **[date]** and would like said date to be considered the conclusion of my maternity leave. I'm delighted to return to **[employer]** and look forward to resuming my work as **[position and title]** on a **[part-time/full-time**] basis.

As discussed previously with **[supervisor's or relevant HR party's name],** I plan to be adhering to the following schedule:

**[Describe specific hours requirements and whether you plan to work in the office or participate virtually, and when].** I'd also like to take this opportunity to request **[employer]** **[special accommodations request]** to help make the transition process and the resumption of my duties efficient and easy for everyone involved.

Additionally, please find the attached note from my doctor**, [Doctor's name],** asserting my fitness to report to work and the original maternity leave request letter. Please note, the total duration of my maternity leave is **[insert duration],** lasting between **[start date] and [end date].**

I appreciate your understanding and support in this matter and sincerely look forward to returning to work with **[employer].**

Best regards,

**[Your name]**