**LETTER TEMPLATE**

**RETURN TO WORK LETTER**

**[Name]**

**[Address]**

**[Email]**

**[Phone #]**

**[Date]**

Dear **[HR Director's Name]:**

Please let this letter serve as notification that I will be returning to my position as a [job title, with the **[company XXX]** on **[planned return date]**. As you know from my maternity leave letter, I began my leave on **[maternity leave start date.]**

I plan to provide the high level of performance I always have in my role as an **[job title]** at **[company name].**

Please contact me at the above telephone number or e-mail address with any concerns.

Sincerely,

**[Your name]**

**cc: [Your Supervisor]**

**[Supervisor's Title]**