**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 return to work on a part-time basis on **[planned return date].** As agreed to by **[your supervisor's name],** I will be working **[Add your agreed hours on agreed days].** 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].**

Thank You.

Sincerely,

**[Your name]**

**cc: [Your Supervisor]**

**[Supervisor's Title]**