LETTER TEMPLATE

RETURNING TO WORK AFTER MATERNITY LEAVE

**[Insert name]**

**[Insert address]**

**[Insert date]**

Dear **[insert name]**,

As previously notified to you, your expected return to work date after maternity leave is **[insert date]**. Because this date is fast approaching, I am writing to let you know the arrangements for your return.

Your terms and conditions have not changed since your maternity leave started, including your hours of work. For clarification, your working hours are **[insert details].** On your first day back, your line manager will catch up with you for a return to work interview to go through any changes that have occurred during your maternity leave that we have not already made you aware of.

I look forward to seeing you again on at **[insert date].**

Yours sincerely,

**[Insert name]**

**[Insert job title]**