

Reduced Hours Return Request - Provisional

Subject: Request for Phased Return to Work

Dear [Manager's Name],

As my maternity leave concludes on [Date], I am writing to discuss a phased return-to-work arrangement that would help me transition back to full-time employment.

I would like to propose returning on a reduced schedule for the first [Number] weeks following my return. Specifically, I am requesting to work [Number] hours per week or [Number] days per week during this transitional period, with a plan to resume full-time hours by [Date].

This arrangement would allow me to gradually adjust to the demands of balancing work and new family responsibilities while maintaining my commitment to my role and the team's objectives.

I am open to discussing how this schedule can best accommodate the team's needs and am willing to consider alternative arrangements that achieve a similar goal. I believe this phased approach will ultimately benefit both my performance and the organization.

Please let me know if we can schedule a meeting to discuss this proposal in detail.

Thank you for considering this request.

Best regards,

[Your Name]

[Date]

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