

# Return From Maternity Leave Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I hope this letter finds you well. I am writing to officially inform you of my intention to return from my maternity leave, which began on [Start Date of Maternity Leave]. I have thoroughly enjoyed the time spent bonding with my newborn and taking care of my family during this period.

After careful consideration and in accordance with the company's policies, I am pleased to inform you that I will be ready to resume my duties at [Company Name] on [Proposed Return Date]. I am excited to rejoin the team and contribute to the ongoing success of the company.

During my maternity leave, I have made arrangements to ensure a smooth transition back to work. I have been in touch with [Colleague's Name] who has been kindly helping me stay updated on any major developments or changes that have occurred in my absence. Additionally, I am open to any necessary meetings or training sessions to catch up on any important projects or tasks that may have arisen during my leave.

I am committed to ensuring a seamless return to work and will work diligently to integrate myself back into my role. As discussed earlier, I would appreciate any flexibility in my schedule as I adjust to the demands of balancing work and my responsibilities as a new parent. I am confident that with

your support and understanding, I will be able to manage my professional commitments effectively. Thank you for your consideration and support throughout this period. I am grateful for the opportunity to be a part of the [Company Name] team and am looking forward to contributing to its continued success.

Please let me know if there are any formalities or procedures I need to follow before my return date. I am eager to ensure a smooth transition and am happy to provide any documentation or complete any requirements that may be necessary.

Once again, thank you for your understanding and support. I am excited to rejoin the team and contribute to the growth of our company.

Sincerely,

[Your Name]

[Signature (if sending a physical letter)]

Enclosure: [If applicable, list any documents enclosed with the letter, such as medical certifications or other required paperwork.]