

Professional Return From Maternity Leave Email With Request For Flexible Hours

Subject: Request for Flexible Hours Upon Return from Maternity Leave

Dear [Manager's Name],

I am writing to confirm that I will be returning from maternity leave on [return date]. I am grateful for the organization's support during my leave and am eager to resume my role.

As I transition back to work, I kindly request a temporary flexible schedule that allows me to balance my professional and personal responsibilities during this adjustment period. I am confident that this arrangement will not affect my productivity and will enable me to contribute effectively.

I would appreciate the opportunity to discuss this further at your earliest convenience.

Thank you for your understanding and consideration.

Best regards,

[Your Name]

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