

Official Return From Extended Maternity Leave Letter

Subject: Notification of Return from Extended Maternity Leave

Dear [Manager's Name],

I am writing to inform you that I will be resuming my duties effective [return date], following the extension of my maternity leave. I appreciate the company's understanding and approval of the extension, which greatly supported me and my family during this important time.

I look forward to rejoining the team and contributing to upcoming projects. Please let me know if I need to complete any administrative steps prior to my return.

Thank you for your continued support.

Sincerely,

[Your Name]

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