

Preliminary Return From Maternity Leave Request Letter

Subject: Request to Confirm Return Date

Dear [Manager's Name],

I am writing in advance to discuss my return from maternity leave, tentatively scheduled for [date]. Before finalizing, I would like to confirm if this date works for the team's workflow and whether there are any specific requirements I should prepare for.

Please let me know if an earlier or later return would be more suitable, and I am willing to work around the organization's needs.

Thank you for your guidance and continued support.

Respectfully,

[Your Name]

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