

Confirmation of return from maternity leave

Subject: Confirmation of Return from Maternity Leave - [Date]

Dear [Manager's Name],

I am writing to confirm my return to work following my maternity leave. As previously discussed, I will be returning to my position on [Return Date] and am excited to rejoin the team.

During my leave, I have stayed updated on key developments through [Method of staying informed], and I am prepared to resume my full responsibilities. I would appreciate scheduling a brief meeting during my first week back to discuss any changes, new priorities, or updates that occurred during my absence.

If there are any specific preparations I should make before my return or documents I need to submit to HR, please let me know. I am looking forward to contributing to the team's continued success.

Thank you for accommodating my leave and maintaining my position during this important time in my life.

Best regards,

[Your Name]

[Contact Information]

[Date]

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