[Your Name]
[Your Job Title]
[Your Employee ID]
[Date]

[Manager's Name]
[Department Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request a gradual return to work following my parental leave. My current leave is scheduled to end on [Original End Date], and I would like to propose a phased reentry starting on [Start Date].

To ensure a smooth transition back into my role, I am proposing the following schedule:

- **Phase 1 ([Start Date] to [End Date]):** Working [Number] days per week.
- **Phase 2 ([Start Date] to [End Date]):** Working [Number] days per week.
- **Full-Time Return:** I expect to resume my regular full-time hours on [Date].

I believe this gradual approach will allow me to effectively reintegrate into the team and catch up on current projects while managing my new family responsibilities. I am happy to discuss how my tasks will be handled during the days I am not in the office to ensure there is no disruption to the department.

I am open to discussing this schedule further and am willing to adjust it based on the team's needs. Thank you for your support during this time.

Sincerely,

[Your Signature]
[Your Printed Name]