

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally confirm my intention to return to my position as [Your Job Title] following my maternity leave.

My final day of leave will be [End Date of Leave], and I plan to resume my duties on [Return to Work Date].

I am looking forward to returning to the team. Please let me know if there are any updates or specific arrangements I should be aware of prior to my first day back. I would also like to schedule a brief meeting during my first week to discuss my reintegration and current projects.

Thank you for your support during my leave.

Sincerely,

[Your Signature]
[Your Printed Name]