

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[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 paternity leave.

As previously agreed, my last day of leave will be [Date], and I will report back to work on [Return Date].

I look forward to rejoining the team and resuming my duties. Please let me know if there are any updates or documents I need to review prior to my return.

Thank you for your support during this time.

Sincerely,

[Your Signature]
[Your Printed Name]