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

[Date]

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

Dear [Manager's Name],

I am writing to formally notify you that I will be returning to my position as [Your Job Title] on [Return Date], following the completion of my maternity leave.

As discussed previously, my first day back in the office will be [Date]. I am looking forward to rejoining the team and catching up on the progress of our current projects.

[Optional: I would like to request a brief meeting during my first week back to discuss any updates, changes in my responsibilities, or my transition plan.]

[Optional: Please let me know if there is any paperwork or onboarding tasks I need to complete prior to my return.]

Thank you for your support during my leave.

Sincerely,

[Your Signature]
[Your Printed Name]