

[Your Name]
[Your Job Title]
[Your Department]

[Date]

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

Dear [Manager's Name],

I am writing to formally request a phased return to work following my maternity leave. My official return date is scheduled for [Date].

To ensure a smooth transition back into my role and to manage my new childcare responsibilities, I would like to propose the following temporary schedule for a period of [Number] weeks:

- **Week 1 & 2:** [e.g., 2 days per week / 10:00 AM to 2:00 PM]
- **Week 3 & 4:** [e.g., 3 days per week / 9:00 AM to 3:00 PM]
- **Week 5 & 6:** [e.g., 4 days per week / Full hours]

I intend to resume my full-time contracted hours and duties starting on [Date].

I believe this gradual increase in hours will allow me to re-engage with my projects effectively while maintaining a productive workflow. I am happy to discuss how my tasks will be managed during this period to ensure there is no disruption to the team.

I look forward to discussing this proposal with you. Thank you for your support during this transition.

Sincerely,

[Your Signature]
[Your Printed Name]