

[Your Name, MD/DO]

[Your Specialty]

[Address]

[Phone Number]

[Email]

[Date]

[Name of Department Head/Medical Director/HR Representative]

[Organization Name]

[Department Name]

[Address]

Dear [Name of Supervisor],

I am writing to formally notify you of my return to clinical duties following my maternity leave. My first day back at [Name of Hospital/Clinic] will be [Date].

As previously discussed, my return will be based on the following schedule: [Full-time / Part-time / Gradual re-entry]. I will be resuming my responsibilities including [Patient care, surgeries, administrative duties, and on-call rotations].

I have already coordinated with [Colleague's Name or Department Coordinator] to ensure a smooth transition of my patient panel and any outstanding clinical matters. Please let me know if there are any updated protocols or administrative changes implemented during my absence that I should be aware of before my start date.

I look forward to rejoining the team and continuing our work in providing care for our patients.

Sincerely,

[Your Signature]

[Your Printed Name, MD/DO]