

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

[Date]

[Supervisor's Name]  
[Clinic Name]  
[Clinic Address]

Subject: Notification of Return to Work Following Maternity Leave

Dear [Supervisor's Name],

I am writing to formally notify you that I will be returning to my position as Clinic Administrator on [Date of Return]. This follows the conclusion of my maternity leave which began on [Start Date of Leave].

I am eager to resume my duties and look forward to catching up on the clinic's current operations and ongoing projects. To ensure a smooth transition, please let me know if there are any specific administrative updates or departmental changes 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 any new priorities or adjustments to the clinic schedule that may have occurred during my absence.

Thank you for your support during my leave. I look forward to working with the team again.

Sincerely,

[Your Signature]

[Your Printed Name]