

[Your Name, NP-C/FNP-BC]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Supervisor or HR Manager Name]
[Clinic or Hospital Name]
[Department Name]
[Facility Address]

Re: Notice of Intent to Return to Work Following Maternity Leave

Dear [Manager Name],

I am writing to formally notify you that I will be returning to my position as a Nurse Practitioner at [Facility Name] on [Return Date]. This marks the conclusion of my maternity leave which began on [Start Date].

I am eager to resume my clinical duties and rejoin the healthcare team. To ensure a smooth transition for my patient panel, I would appreciate a brief meeting or update regarding any changes in clinic protocols, EHR updates, or staffing that occurred during my absence.

Please let me know if there are any specific HR documents or medical clearances required before my first day back. I also look forward to discussing my schedule to confirm it aligns with the previously agreed-upon terms.

Thank you for your support during my leave. I look forward to providing high-quality care to our patients once again.

Sincerely,

[Your Signature]

[Your Printed Name and Credentials]