

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

[Date]

[Manager's Name]
[Clinic/Hospital Name]
[Department Address]

Dear [Manager's Name],

Please accept this letter as formal notification that I will be returning to my position as Patient Coordinator following my maternity leave. My first day back at work will be [Date].

I am eager to resume my duties, including scheduling patient appointments, managing medical records, and coordinating patient care workflows. I look forward to reconnecting with the team and catching up on any new clinic protocols or software updates that were implemented during my absence.

Regarding my return, I would like to confirm that I will be [returning to my full-time schedule / requesting a modified schedule of [Details]]. I am also available to meet during my first week to discuss any changes to my patient portfolio or department goals.

Thank you for your support during my leave. I look forward to rejoining the department.

Sincerely,

[Your Signature]
[Your Printed Name]