

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

[Date]

[Manager's Name]
[Department Name]
[Facility/Company Name]

Re: Notice of Return to Work from Maternity Leave

Dear [Manager's Name],

I am writing to formally notify you that I will be returning to my position as a Medical Billing Specialist on [Return Date].

My maternity leave is scheduled to conclude on [Last Day of Leave], and I am prepared to resume my full-time responsibilities. I look forward to reconnecting with the billing team, catching up on current accounts receivable status, and reviewing any updates regarding ICD-10/CPT coding guidelines or insurance payer policies that may have changed during my absence.

Please let me know if there are any specific administrative tasks or meetings scheduled for my first day. I am also available to discuss my transition back to the team should you have any questions.

Thank you for your support during my leave.

Sincerely,

[Your Signature]

[Your Printed Name]