

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

[Date]

[Manager's Name]  
[Clinic or Hospital Name]  
[Department Name - e.g., Pathology/Lab Services]  
[Address]

Dear [Manager's Name],

I am writing to formally notify you of my intention to return to my position as a Phlebotomist following my maternity leave. My first day back at work will be [Date].

I confirm that I am fit to resume my clinical duties, including venipuncture, specimen processing, and patient care. I have ensured that my [Certification Name, e.g., ASCP] certification and mandatory safety training remain up to date.

I would like to request a brief meeting on my first day to discuss any updated lab protocols, changes in safety procedures, or software updates that occurred during my absence.

[Optional: Please find attached my request for a flexible working schedule or specific shift preferences for your consideration.]

I look forward to rejoining the team and providing high-quality care to our patients.

Sincerely,

[Your Signature]  
[Your Printed Name]