

[Your Name]
[Your Job Title/Credentials]
[Your Contact Information]

[Date]

[Manager's Name]
[Facility/Clinic Name]
[Address]

Subject: Notification of Return to Work Following Maternity Leave

Dear [Manager's Name],

I am writing to formally confirm my intention to return to my position as Clinical Supervisor on [Date of Return]. My maternity leave is scheduled to conclude on [Last Day of Leave].

In preparation for my return, I would like to schedule a meeting or call during the week of [Date] to discuss the following:

- Updates on current clinical caseloads and supervisee progress.
- Any changes to departmental protocols or administrative procedures.
- Handover details from the individual(s) covering my supervisory duties.
- My transition back to full-time/part-time hours as previously agreed upon.

I am eager to rejoin the clinical team and resume my responsibilities in overseeing staff performance and ensuring high-quality patient care. Please let me know if there are any specific HR documents or medical clearances required prior to my first day back.

Thank you for your support during my leave. I look forward to hearing from you.

Sincerely,

[Your Signature]
[Your Printed Name]