

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

[Date]

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

Dear [Manager's Name],

Re: Notice of Return to Work from Maternity Leave

I am writing to formally notify you that I intend to return to my position as a Medical Receptionist at [Practice Name] following my maternity leave.

My first day back at the clinic will be [Date].

In accordance with my previous contract, I understand that my working hours will be [mention hours/days, e.g., Monday to Friday, 8:30 AM to 5:00 PM]. If there are any updates regarding new patient management software or office protocols implemented during my absence, please let me know so I can prepare accordingly.

I look forward to rejoining the team and assisting our patients again. Please let me know if there is any paperwork I need to complete prior to my return date.

Sincerely,

[Signature]

[Your Printed Name]