#### **Return to Work Letter After Maternity Leave**

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Today’s Date]

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, Postcode]

Dear [Employer's Name],

I hope this letter finds you well. I am writing to confirm my return to work after my maternity leave. My expected return date is [date].

I would like to discuss the possibility of a phased return to work to help me transition smoothly back into my role. Additionally, I am interested in exploring flexible working arrangements, such as [part-time hours, remote working, etc.], to balance my work and family responsibilities.

Please let me know a convenient time to discuss my return-to-work plan in more detail.

Thank you for your understanding and support.

Sincerely,  
[Your Name]