

Reduced Work Hours Confirmation for Maternity Leave

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Confirmation of Reduced Work Hours During Maternity Leave

Dear [Employee's Name],

We are writing to confirm the adjustment to your work schedule during your maternity leave period. As discussed, your work hours will be reduced to [insert reduced hours] per week starting from [insert start date] until [insert end date].

This arrangement has been made to accommodate your needs during this important time. Please ensure that all your responsibilities are managed within the adjusted hours.

If you have any questions or require further clarification, do not hesitate to reach out.

Best regards,

[Supervisor's Name]

[Job Title]

[Company Name]

[Contact Information]