

Return to Work Authorization

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Return to Work Authorization after Maternity Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally notify you of my planned return to work following my maternity leave. My leave commenced on [Start Date] and, as per my planned schedule, I am set to return on [Return Date].

I appreciate the support and understanding I have received from you and the team during my leave. I am eager to resume my responsibilities and reintegrate into the workflow.

Thank you for your attention to this matter. Please let me know if there is anything further you need from me prior to my return.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]