

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally notify you that I will be [resigning/returning to work, etc.] following my maternity leave. As per our previous discussions, my anticipated return date is [return date] / my last day of employment will be [last working day].

I want to take this opportunity to express my gratitude for the support I received during my leave. It has been a challenging yet fulfilling time, and I appreciate the understanding and flexibility provided by the team. Please let me know how I can assist during this transition period. I am happy to help in handing over my responsibilities to ensure a smooth process.

Thank you for your understanding, and I look forward to staying in touch.

Sincerely,

[Your Name]