**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

I am writing to inform you of my decision, following our discussion regarding your request for a phased return to work, once your maternity leave has ended.

I am pleased to let you know that your request has been authorised and I have set out the arrangements below. You will see that your hours of work will gradually increase week by week until you reach your original contractual level of working hours. You are expected to return to your original contractual level of working hours on [insert date].

**Week commencing: [insert date]**

Monday: [Insert hours]

Tuesday: [Insert hours]

Wednesday: [Insert hours]

Thursday: [Insert hours]

Friday: [Insert hours]

Saturday: [Insert hours]

Sunday: [Insert hours]

Total number of hours: [Insert weekly total hours]

**Week commencing: [insert date]**

Monday: [Insert hours]

Tuesday: [Insert hours]

Wednesday: [Insert hours]

Thursday: [Insert hours]

Friday: [Insert hours]

Saturday: [Insert hours]

Sunday: [Insert hours]

Total number of hours: [Insert weekly total hours]

**Week commencing: [insert date]**

Monday: [Insert hours]

Tuesday: [Insert hours]

Wednesday: [Insert hours]

Thursday: [Insert hours]

Friday: [Insert hours]

Saturday: [Insert hours]

Sunday: [Insert hours]

Total number of hours: [Insert weekly total hours]

**Week commencing: [insert date]**

Monday: [Insert hours]

Tuesday: [Insert hours]

Wednesday: [Insert hours]

Thursday: [Insert hours]

Friday: [Insert hours]

Saturday: [Insert hours]

Sunday: [Insert hours]

Total number of hours: [Insert weekly total hours]

During this gradual return to work phase, you will receive [delete as appropriate – your hourly pay according to the number of hours that you work/full pay].

Please do not hesitate to contact me on [insert telephone number] if you would like to discuss any aspect of the above information. I look forward to welcoming you back to the team.

Yours sincerely,

[Insert name]

[Insert job title]