Schedule Change Sample Letter

Your Name
Street Address
City, State and Zip code
Phone number

Date

Employer
Attention: Human Resource Manager
Street Address
City, State and Zip code

Dear (Human Resource Director's Name):

Please let this letter serve as notification that I will return to work on a part-time basis on (date). As agreed to by (supervisor's name), I will be working (name your adjusted schedule with days of the week and hours). As noted in my maternity leave letter, I started my leave on (specific date.)

I plan to continue the high level of performance as always in my position as (job title) at (company name).

I have also enclosed the medical release papers from my physician which document my ability to resume my previous job position. Please contact me with any concerns at the above telephone number.

Thank you for your assistance.

Sincerely,

Name
cc: Supervisor
Enclosures

Health & Wellness
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