**LETTER TEMPLATE**

**RETURNING TO WORK LETTER**

**[Name]**

**[Address]**

**[Email]**

**[Phone #]**

**[Date]**

Dear **[Name of supervisor or HR representative],**

Thank you for being so understanding during this trying time. I am writing to inform you that I am able to return to work from **[illness or care responsibilities]** on **[date].**

As you already know, I had to take time from work to **[reasoning for your leave of absence, such as to regain your health or care for a loved one].** I am ready to return because **[reasoning for being cleared, such as a doctor's release or care responsibilities ending].** I apologize for any inconvenience that occurred as a result of my absence.

Despite my absence, I have been keeping up to date with **[projects, clients or responsibilities]** while I've been away, and I am ready to get back to work. Again, I'd like to thank you and **[company]** for your patience, understanding and flexibility during this time. It is an honor to work for such an altruistic company.

Sincerely,

**[Name]**

**[Signature]**