**RETURNING TO WORK LETTER**

**[Date]**

Re: Return to work timeline for [**Employee name], [Employee id] [Department name]**

Dear **[Employee’s name]**

We hope you are doing well.

**[Company name]** is reaching out to remind you that your approved leave period, as specified in your leave application, is coming to an end on **[date].** **[Company name]** is excited to welcome you back to work and strives to make the process simple and efficient. Provided that you are medically fit to resume your job duties (please see attachment for details), we expect you to rejoin the office on [date] at **[time].**

**[Company name]** is committed to your safety and well-being. We’ve taken several initiatives to make our work environment safer and your time with us more productive and fruitful. Kindly check the attachment **[title]** for more information. There have been a few changes in the company policies and procedures since your last tenure. Kindly take the time to go through these changes before you consent to the return date.

Lastly, **[Company name]** expects you to cooperate to make your return as efficient as possible. Here’s a list of things we expect you to do: **[Add the list of required documents such as doctor’s note, training certificates, etc., as well as other expectations.]**

Kindly share your concerns and feedback regarding the transition, and we’ll do our best to address them.

We request that you acknowledge this mail and respond with your consent in person, through mail or phone, latest by **[date].**

Sincerely,