**LETTER TEMPLATE  
WELCOME BACK LETTER FROM MATERNITY LEAVE**

**[Name]**

**[Address]**

**[Email]**

**[Phone #]**

**[Date]**

Dear **[Name]**

We hope you are doing well.

It's great to have you back in the office after your maternity leave. I hope you'll find that **[Name]** did an excellent job of keeping things organized in your absence. You do so much for everyone here that it was hard to keep up! We are all grateful that you're back.

Congratulations on your sweet, healthy little boy! He is adorable, and I'm glad that we were able to offer you the opportunity to spend these few months at home with him.

Best regards,