**LETTER TEMPLATE**

**RETURN TO WORK AFTER VACATION**

**[Name]**

**[Address]**

**[Email]**

**[Phone #]**

**[Date]**

Dear **[Supervisor's or HR representative's name],**

Thank you for your patience during this difficult time. I'm writing to let you know that I'll be able to return to work on **[date]** following **[sickness or care responsibilities]**

As you are aware, I had to take time off work to **[explain why you needed time off, such as to improve your health or care for a loved one].** I'm ready to return because **[reason for clearance, such as a doctor's discharge or the end of my care obligations].** I regret any trouble caused by my absence.

Despite my vacation, I have kept up with **[projects, clients, or obligations]** and am ready to return to work. I'd want to express my gratitude to you and **[business]** once again for your tolerance, understanding, and flexibility at this time. It is a privilege to work with such a charitable organization.

Sincerely,

**[Name]**

**[Signature]**