**LETTER TEMPLATE**

**LETTER TO SUPERVISOR ADVISING OF RETURN TO WORK**

**[Date]**

**[Supervisor’s name]**

**[Branch]**

**Re:** Return to work from **[Pre-placement adoption/maternity/parental leave]**

My **[Type of leave]** leave will be expiring on **[Date].** This is to advise that I will be returning to work on **[First work date following expiration of leave].**

If you wish to speak with me, I can be contacted at **[Phone number].**

Yours truly,

**[Employee name]**

**[Employee #]**