

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Welcome back. We are pleased to confirm your return to work following your extended leave of absence, effective [Return Date].

As discussed, there have been updates to your role and compensation to reflect current business needs and market standards. Please find the details of your return below:

Position Title: [Job Title]
Department: [Department Name]
Reporting Manager: [Manager Name]

Revised Salary: Your new annual base salary will be \$[Amount], paid in accordance with the company's standard payroll schedule. This change is effective as of [Effective Date].

All other terms and conditions of your employment contract remain in effect. Please sign below to acknowledge your acceptance of these updated terms and return this letter to the Human Resources department by [Deadline Date].

We look forward to your continued contributions to the team.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]

Acknowledgment:

I accept the role and salary adjustment as outlined above.

Signature: _____ Date: _____