[Your Name]
[Your Job Title]
[Your Employee ID Number]

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Re: Notice of Return to Work Following Jury Duty

Dear [Manager's Name],

This letter is to formally notify you that my jury service has concluded as of [Date of Last Day of Service]. I am prepared to resume my regular work duties on [Date of Return to Work].

I have attached the official "Certificate of Jury Service" provided by the court, which confirms the dates of my attendance from [Start Date] to [End Date].

I look forward to catching up on my assignments and returning to my daily schedule. Please let me know if there are any specific updates or urgent tasks that require my immediate attention upon my return.

Thank you for your support during this civic obligation.

Sincerely,

[Your Signature]
[Your Printed Name]