

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

Dear [Name],

I am writing to formally notify you of my intent to return to my position as [Your Job Title] on [Return Date]. I have been on an approved leave of absence for [medical/personal] accommodation since [Start Date of Leave].

I have met the requirements for my return and am prepared to resume my full duties. Attached to this letter, you will find the necessary documentation from my healthcare provider confirming my fitness for duty [and any specific permanent or temporary restrictions, if applicable].

I would like to request a brief meeting on my first day back to discuss any updates to my role, projects, or team structure that occurred during my absence. Please let me know if there are any additional forms or procedures I need to complete before my return date.

I look forward to rejoining the team and contributing to the company again.

Sincerely,

[Your Signature]

[Your Printed Name]