

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

[Date]

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

Dear [Manager's Name],

Please accept this letter as formal notification that I intend to return to my position as [Your Job Title] at [Company Name].

As previously discussed, my leave of absence is scheduled to end on [Last Date of Leave]. I am prepared to resume my full duties and responsibilities on [Start Date of Return].

[Optional: I have attached the necessary medical clearance documentation from my healthcare provider as requested.]

I look forward to rejoining the team. Please let me know if there are any updates or administrative steps I need to complete before my first day back.

Sincerely,

[Your Signature]

[Your Printed Name]