

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

[Date]

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

Dear [Manager's Name],

I am writing to formally confirm my intention to return to my position as [Your Job Title] at [Company Name] following my personal leave of absence.

As previously agreed, my leave began on [Start Date of Leave]. I am confirming that I will be ready to resume my full duties on [Return Date].

I look forward to rejoining the team and catching up on the current projects. Please let me know if there are any specific procedures or paperwork I need to complete prior to my first day back.

Thank you for your support during my time away.

Sincerely,

[Your Signature]

[Your Printed Name]