

[Your Name]
[Your Employee ID]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Department Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally confirm my intent to return to my position as [Your Job Title] at [Company Name] following the conclusion of my sabbatical leave.

As per our original agreement, my last day of leave will be [End Date of Sabbatical]. I will report back to work and resume my full-time duties on [Date of Return].

During my time away, I have [Optional: brief mention of professional growth or rejuvenation]. I am eager to rejoin the team and contribute to our upcoming projects and goals for the quarter.

Please let me know if there are any administrative tasks, updated policies, or preparatory meetings I should attend prior to or on my first day back to ensure a smooth transition.

Thank you for the opportunity to take this leave. I look forward to reconnecting with the team.

Sincerely,

[Your Signature]

[Your Printed Name]