

Date: [Insert Date]

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

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 my period of furlough.

As per our previous communication, I understand that my return date is scheduled for [Insert Date]. I am prepared to resume my full duties and responsibilities on that day.

Please let me know if there are any specific protocols, updated safety guidelines, or paperwork I need to complete prior to my first day back. I am eager to rejoin the team and contribute to the company's goals.

Thank you for the opportunity to return to work.

Sincerely,

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