

[Your Name]  
[Your Job Title: e.g., Registered Radiologic Technologist]  
[Your Employee ID Number]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Manager's Name]  
[Department Name: e.g., Radiology Department]  
[Facility Name]  
[Facility Address]

Dear [Manager's Name],

Please accept this letter as formal notification that I will be returning to my position as a Radiologic Technologist on [Date of Return] following my maternity leave.

I have completed my leave period and am prepared to resume my full duties, including patient positioning, operating imaging equipment, and adhering to all radiation safety protocols. I am current on my ARRT certification and any necessary state licensing requirements.

I would appreciate the opportunity to meet briefly on my first day to discuss any departmental updates, new imaging software protocols, or changes in shift scheduling that occurred during my absence.

Thank you for your support during my leave. I look forward to rejoining the diagnostic team and providing high-quality care to our patients.

Sincerely,

[Your Signature]

[Your Printed Name]