

[Date]

[Employee Name]

[Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome back! We are thrilled to have you rejoin the team at [Company Name] as a [Job Title].

Your previous contributions were greatly valued, and we are excited to see what you will achieve in this next chapter with us. Your first day back will be [Start Date]. Please report to [Manager Name] at [Time] at [Location/Department].

As a returning employee, your orientation will focus on any new policies or procedures implemented during your absence. Please bring the following documents on your first day to update your personnel file:

- [Document 1]
- [Document 2]

We have attached your updated employment agreement and benefit information for your review. Please sign and return these by [Date].

If you have any questions before your start date, please reach out to [Contact Person] at [Phone Number/Email].

We are glad to have you back on board!

Best regards,

[Your Name]

[Your Title]

[Company Name]