Dear [Employee Name],

Welcome back to [Company Name]!

We are thrilled to have you rejoin the team as our new [Job Title]. Your previous contributions to the company were greatly valued, and we are excited to see the new skills and perspectives you bring back with you.

Your first day will be [Start Date]. Please report to [Location/Department] at [Time] to meet with [Manager Name] for your orientation and to get set up with your equipment.

Even though you are familiar with our culture, much has changed since you were last here. We have scheduled a brief re-boarding session to update you on our current goals, new systems, and updated policies.

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

We are glad to have you home!

Best regards,

[Your Name]
[Your Title]
[Company Name]