[Company Header/Logo]

[Date]

[Employee Full Name]
[Address Line 1]
[Address Line 2]

Subject: Welcome Back to [Company Name]

Dear [Employee First Name],

We are pleased to officially welcome you back to the team at [Company Name]. We are excited to have you return to the organization in the position of [Job Title], reporting to [Manager Name], effective [Start Date].

Because you are a returning employee, your previous tenure has been reviewed. Your adjusted service date for seniority-based benefits will be [Adjusted Service Date]. Please note that you will be required to complete an updated orientation process to review our current policies, safety protocols, and any updates to our systems.

Reporting Details:

- **Start Date:** [Date]
- **Arrival Time:** [Time]
- **Location/Department:** [Location/Building]

On your first day, please bring updated identification for the completion of your I-9/employment eligibility verification. You will also receive an email regarding your login credentials and access to the employee portal to update your payroll and tax information.

We are delighted to have your experience and skills back with us. If you have any questions before your start date, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[HR Representative Name]
[Title]
[Company Name]