Subject: Welcome back to [Company Name], [Employee Name]!

Dear [Employee Name],

We are thrilled to officially welcome you back to the team! It is a pleasure to have you return to [Company Name] as our new [Job Title].

Your previous contributions to the company were greatly valued, and we are excited to see the new perspectives and experiences you bring back with you. While many things may feel familiar, we have prepared a brief reboarding schedule to get you up to speed on our latest projects, updated processes, and any new team members.

Your Start Details:

- **Start Date:** [Date]
- **Reporting Time:** [Time]
- **Manager:** [Manager Name]
- **Work Location/Link:** [Location or Meeting Link]

On your first day, [HR Contact/Manager] will meet with you to handle any necessary paperwork and ensure your equipment is set up. You will also have a "Welcome Back" session with your team to reconnect.

If you have any questions before your start date, please feel free to reach out to [Contact Person].

Welcome home!

Best regards,

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