Date: [Insert Date]

To: [Employee Name]

Subject: Welcome Home to [Company Name]!

Dear [Employee Name],

It is with great excitement that we officially welcome you back to [Company Name]. We are thrilled that you have chosen to return to the team.

During your time away, you gained new perspectives and experiences, and we are eager to see how you will apply them in your role as [Job Title]. Your previous contributions were invaluable to our success, and having your talent back in the office strengthens our entire organization.

Your first day will be [Start Date]. Please report to [Location/Department] at [Time], where [Manager Name] will meet you to help you get settled and introduce you to new team members.

We have prepared your workspace and resources to ensure a smooth transition. If you have any questions before your arrival, please feel free to reach out to [HR Contact Name] at [Phone/Email].

Welcome home, [Employee Name]. We look forward to achieving great things together again.

Best regards,

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