[Date]

[Employee Name]
[Address]
[City, State, Zip Code]

Dear [Employee Name],

Welcome back to [Company Name]! We are thrilled to have you return for your second tenure with us as our new [Job Title].

It is a testament to our culture and your previous contributions that our paths have crossed again. We truly value the experience you gained during your time away and are excited to see how your fresh perspectives will enhance the [Department Name] team.

Your official start date will be [Start Date]. Your reporting manager will be [Manager Name].

Since you are already familiar with many of our core values, your transition should be seamless. However, we have scheduled a brief orientation to update you on new tools, policies, and goals that have evolved since your last stay.

We are delighted to have you back on board. We look forward to achieving great things together again.

Welcome home!

Best regards,

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