Dear [Team Member Name],

Welcome back to the [Department Name] team! We are thrilled to have you return to your role as [Job Title].

The entire department has missed your contributions, and we are excited to see the impact you will make as you transition back into your responsibilities. Your skills and experience remain a vital asset to our collective success.

To help you get back up to speed, we have prepared a brief update on current projects and any new departmental procedures that have been implemented during your absence. Your manager, [Manager Name], will meet with you on [Date/Time] to discuss your initial priorities and answer any questions you may have.

If there is anything you need to make your return smoother, please do not hesitate to reach out to the HR department or your immediate supervisor.

Welcome home!

Best regards,

[Your Name]
[Your Title]
[Department Name]