Subject: Welcome Back - [Company Name]

Dear [Employee Name],

Welcome back to [Company Name]! We are very pleased to have you join us again as a [Job Title] on a contract basis.

Your previous contributions to the team were highly valued, and we are excited to have your expertise back for this upcoming project. As discussed, your contract period will begin on [Start Date] and is scheduled to conclude on [End Date].

On your first day, please report to [Location/Supervisor Name] at [Time]. We will provide you with a brief orientation to update you on any new internal processes and to ensure you have all the necessary tools and access to begin your work.

Attached to this email, you will find your updated contract and onboarding documents. Please review, sign, and return them by [Deadline Date].

If you have any questions before your start date, please feel free to reach out to [Contact Name] at [Email/Phone Number].

We look forward to working with you again!

Best regards,

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