[Date]

[Employee Name]
[Address]

Dear [Employee First Name],

Welcome back to [Company Name]! We are thrilled to have you rejoin the team as our new [Job Title].

It is always a compliment when a former colleague chooses to return to the organization. Your previous experience with our culture and processes, combined with the new perspectives you have gained during your time away, makes you a valuable asset to the [Department Name] department.

Your first day will be [Start Date]. Please report to [Manager Name] at [Time] for your re-orientation and to collect your updated equipment and credentials.

We look forward to seeing the contributions you will make in this next chapter of your career with us. If you have any questions before your start date, please reach out to [HR Contact Name] at [Phone/Email].

Welcome home!

Sincerely,

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