Subject: Welcome Back to [Company Name] - [Employee Name]

Dear [Employee Name],

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

It is always a compliment to the company culture when a former colleague chooses to return. We valued your contributions during your previous tenure, and we are excited to see how your new experiences and perspectives will help us grow in this next chapter.

Your first day will be [Date]. Please report to [Location/Department] at [Time], where [Manager Name] will be ready to help you get settled.

While much will feel familiar, please keep an eye on your inbox for updated onboarding documents and a schedule for your first week. We want to ensure you are fully caught up on our latest projects and goals.

If you have any questions before your start date, please reach out to [Contact Name/HR].

We are glad to have you home!

Best regards,

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