[Date]

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

Dear [Employee First Name],

Welcome back to [Company Name]!

We are thrilled to have you rejoin the team as our new [Job Title] in the [Department Name] department. It is always a compliment to the company when a former colleague chooses to return, and we look forward to the experience and fresh perspectives you bring back with you.

Your first day will be [Start Date]. Please report to [Location/Supervisor Name] at [Time].

As a returning alumnus, your orientation will focus on any new processes, tools, or cultural updates that have been implemented during your time away. [HR Representative Name] will be reaching out shortly to finalize your re-boarding paperwork and discuss your benefits package.

We are excited to see what we will achieve together in this next chapter of your career with us. If you have any questions before your start date, please do not hesitate to contact me at [Phone Number] or [Email Address].

Welcome home!

Best regards,

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