[Date]

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

Dear [Employee Name],

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

It is a pleasure to see a familiar face return to the office. Your previous contributions were highly valued, and we look forward to the skills and experience you bring back to your role. We are confident that you will settle back in quickly and continue to be a vital part of our success.

On your first day back, [Date], please report to [Location/Department] at [Time]. [Manager Name] will meet with you to provide an update on any new processes, introduce you to new team members, and help you get set up with your workstation.

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

Welcome back to the team!

Best regards,

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