

[Date]

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

Dear [Employee Name],

Welcome back! We are very pleased to have you return to the team at [Company Name]. Your presence has been missed, and we look forward to your reintegration into the workplace on [Start Date].

To ensure a smooth transition, we have outlined the following details for your first week:

- **Reporting Manager:** [Manager Name]
- **Work Schedule:** [Full-time/Part-time/Flexible Hours]
- **Location:** [Office/Remote/Hybrid Details]

On your first day, we have scheduled a brief check-in meeting at [Time] to review any updates to our processes, discuss your current projects, and address any questions or accommodations you may need during your transition period.

Please feel free to reach out to [Contact Name] in Human Resources or your manager if there is anything we can do to support your return.

We are excited to have you back with us.

Sincerely,

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