

RETURN TO WORK LETTER TEMPLATE

[Date]

[Coordinator Name]

[Company Name]

[Address]

Subject: Rejoin Plan for [Employee Name], [Employee ID]

Dear [Employee Name],

We hope you are doing well. Your approved leave ends on [Date], and we're excited to welcome you back at [Time]. Provided you are cleared to resume duties, please confirm your availability by replying to this email.

****Updates since your leave:****

- Office location: [New Address]
- Work schedule: [Days/Hours]
- Dress code: [Details]

****Your role and responsibilities:****

1. [Core Duty 1]
2. [Core Duty 2]
3. [New Task or Skill Requirement]

****Compensation and benefits:****

- Updated salary: [Amount]
- New health plan options: [Details]

****Support resources:****

- Safety protocols: [Link or Attachment]
- Training session: [Date/Time]
- Knowledge base: [URL]

****Next steps:****

1. Submit a doctor's release or test result.
2. Sign and return all attached forms.
3. Acknowledge this letter by [Deadline].

If you have questions, reply to this email or contact [Name] at [Phone/Email].

Sincerely,

[Coordinator Name]

[Title]