



Sample Return To Work Letter From Employer To Employee

Subject: Welcome Back to the Team, [Employee Name]

Hello [Employee Name],

Your sabbatical concludes on [Date], and we're excited for you to rejoin us at [Time] in [Office Location]. You'll find that your core responsibilities remain the same, with the addition of [New Project or Task]—details are in the attached summary.

Please confirm your readiness to return by replying to this email today.

Best wishes,

[Coordinator Name]

[Title]