
Joining Report after Medical Leave

[Company/Institution Name]

Joining Report after Medical Leave

Date: [Date of Rejoining after Leave]

To,

[Supervisor/HR Manager's Name]

[Department/Office/Class]

[Company/Institution Name]

[Address]

Subject: Joining Report after Medical Leave of [Employee's/Student's Full Name]

Dear [Manager/Supervisor/Principal's Name],

I am writing to formally inform you that I, [Full Name], have rejoined [Company/School Name] in my role as [Designation/Grade] on [Date of Rejoining] following a period of medical leave. During my absence, I underwent necessary treatment and have now fully recovered. I am fit to resume my duties and commit to fulfilling my responsibilities diligently.

I am grateful for the support and understanding provided to me during my medical leave. I have reviewed any pending tasks or missed assignments and am taking the necessary steps to catch up on all essential work. I am eager to reintegrate with the team and am confident in my ability to maintain the high standards of [Company/Institution Name].

If there are any specific follow-up instructions, protocols, or forms required as part of my rejoining process, please let me know, and I will ensure they are promptly addressed.

Thank you once again for your patience and support.

Best regards,

[Full Name]

[Designation/Grade]

[Employee/Student ID]

[Contact Number]

[Email Address]