

# Bank Return to Work After Leave

## 1. Employee Information

- **Employee Name:** [Full Name]
- **Employee ID (if applicable):** [Employee ID]
- **Position/Job Title:** [Job Title]
- **Branch Name/Location:** [Branch Name or Location]

## 2. Leave Details

- **Type of Leave:** [Sick Leave, Vacation Leave, Maternity Leave, etc.]
- **Leave Start Date:** [Start Date of Leave]
- **Leave End Date:** [End Date of Leave]

## 3. Return to Work Details

- **Return to Work Date:** [Date of Return]
- **Mode of Return:** [On-site, Remote, Hybrid, etc.]
- **Readiness to Resume Duties:** [Yes/No]
- **Health Clearance (if applicable):** [Yes/No, mention if a medical certificate is attached]

## 4. Bank-Specific Compliance

- **Reinstatement of Access to Systems:** [Yes/No]
- **Reinstatement of Account Access:** [Yes/No]
- **ID Badge and Security Check:** [Yes/No]

## 5. Employee Declaration

I, [Employee Name], confirm my return to work at [Bank Name] on [Return Date]. I am ready to resume my duties as [Job Title] and have complied with all security and procedural requirements.

**Employee Signature:** \_\_\_\_\_

**Date:** [Insert Date]