**Vacation Return to Work After Leave**

### **1. Employee Information**

* **Employee Name:** [Full Name]
* **Employee ID (if applicable):** [Employee ID]
* **Position/Job Title:** [Job Title]
* **Department/Team:** [Department Name]

### **2. Leave Details**

* **Type of Leave:** Vacation Leave
* **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]

### **4. Employee Declaration**

I, [Employee Name], confirm that I am returning from vacation leave and resuming my role as [Job Title] at [Company Name] on [Return Date]. I am fully ready to continue my responsibilities.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** [Insert Date]