

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]