
HR Return to Work Letter

[Company Letterhead]

[Date]

[Employee Name]

[Employee Position]

[Department]

[Employee Address]

Subject: Return to Work Confirmation

Dear [Employee Name],

We are pleased to confirm your return to work following your [type of leave, e.g., medical leave, parental leave, personal leave]. As you plan to resume your duties on [return date], we would like to ensure that this transition is as smooth as possible.

Return Details:

1. **Position:** You will return to your previous position as [job title] in the [department], unless otherwise discussed.
2. **Schedule:** Your work schedule will be [state whether it is the same or modified]. If there are any adjustments needed to your schedule, please inform your manager or HR in advance.
3. **Support:** As part of our efforts to support you during this transition, we encourage you to meet with [your supervisor/HR representative] upon your return to review your role and responsibilities and address any changes that may have occurred during your absence.

Medical Clearance (if applicable):

If you were on medical leave, please provide a medical clearance letter from your healthcare provider to ensure that you are fit to resume work. If you require any specific accommodations, do not hesitate to let us know so that we can make the necessary arrangements.

We welcome you back and look forward to your continued contributions to [Company Name].

Sincerely,

[HR Manager's Name]

HR Manager

[Company Name]

[Contact Information]