

Return to Work Confirmation

Subject: Welcome Back - Return to Work Confirmation

Dear [Employee's Name],

Welcome back! We hope you had a restful and enjoyable leave.

This email confirms your return to work on [Date] following your annual leave from [Start Date] to [End Date].

Your Updated Leave Balance:

- Leave days taken: [X]
- Remaining annual leave balance: [X] days
- Next accrual date: [Date]

A few items for your attention:

- Please check your email for any urgent messages marked "high priority"
- [Colleague's Name] has prepared a handover summary of activities during your absence, located at [Location]
- Team meeting scheduled for [Date/Time] to catch you up on recent developments
- Please update your calendar availability and remove your out-of-office response

If you experienced any issues during your leave (such as being contacted inappropriately or work-related stress), please don't hesitate to discuss this with HR or your manager. Your time off should be respected and protected.

We're glad to have you back and look forward to your continued contributions to the team.

Best regards,

[Manager's Name]

[Title]

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