

Heartfelt tone for long absence

Subject: Welcome Back to the Team

Dear [Employee's Name],

On behalf of the entire team, I want to extend a heartfelt welcome back. We've truly missed your presence, contributions, and positive spirit during your time away.

We understand the past months have been a journey, and we are grateful to have you return. Please know that you have our full support as you transition back into your role. Take the time you need to settle in—we're here for you every step of the way.

We are excited to continue building great things together. Welcome back!

Warmly,

[Your Name]

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