

Welcome Back Letter After Extended Leave - Grateful and Reassuring

Subject: I'm Back and Ready!

Dear Students and Colleagues,

I'm writing to let you know that I'm returning to school after my extended leave. First, I want to express my heartfelt gratitude to [substitute teacher name] for their excellent work during my absence, and to all of you for your patience and understanding.

I've missed being in the classroom and connecting with each of you. While I was away, I kept up with the curriculum and have been in contact with [substitute/administrator] to ensure a smooth transition back.

For my students: We'll pick up right where we left off, and I'll be reviewing recent material to make sure everyone is on track. If you have any concerns or questions about assignments or grades from the past [time period], please see me during office hours or send me an email.

For my colleagues: Thank you for covering my duties and supporting my students during my absence. I'm ready to resume my full responsibilities and contribute to our team again.

I'm energized and looking forward to finishing this school year strong together!

With appreciation,

[Teacher Name]

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