

# RETURN TO WORK LETTER

Sender's Name: \_\_\_\_\_

Sender's Address: \_\_\_\_\_

Sender's Phone Number: \_\_\_\_\_

Sender's Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Title: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Company/Organization Address: \_\_\_\_\_

Dear \_\_\_\_\_,

I am writing to formally request my return to work upon my medical family other: \_\_\_\_\_ leave, which started on \_\_\_\_\_ and was due to end on \_\_\_\_\_. I am delighted to inform you that I can now return to fulfilling my duties and look forward to it.

Additional Details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Documents Attached (if any):

- \_\_\_\_\_;
- \_\_\_\_\_;
- \_\_\_\_\_;
- \_\_\_\_\_.

I value your understanding and support during this time and look forward to resuming work on \_\_\_\_\_. Should any special procedures or paperwork need to be completed prior to my return, please let me know and I will ensure that this is done at the earliest possible time.

Thank you for your attention.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_