

# Notification of Readiness to Return to Work

Date: [Insert Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally notify you of my readiness to return to work following my recent leave of absence. I am pleased to inform you that I have completed all necessary requirements and am eager to resume my duties.

As per our previous discussions, I intend to return to my position on [Insert Return Date]. If there are any additional forms or protocols I need to complete prior to my return, please let me know.

Thank you for your understanding and support during my time away. I look forward to rejoining the team and continuing to contribute to our goals.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]