

Letter of Agreement to Return to Previous Role

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally confirm my agreement to return to my previous role as [Previous Job Title] at [Company Name], effective [Start Date]. I appreciate the opportunity to rejoin the team and am committed to contributing positively to the company.

As discussed, my responsibilities will include [list key responsibilities], and I am looking forward to bringing my experience and insights to enhance our operations.

Please let me know if there are any further steps I need to complete before my start date. I am eager to reconnect with the team and resume my contributions.

Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]