

Welcome Back!

Dear [Employee's Name],

We are thrilled to welcome you back to the team! Your presence has been greatly missed, and we cannot express how excited we are to have you rejoin us. Your contributions are invaluable, and we look forward to seeing the amazing work you will accomplish.

To celebrate your return, we will be hosting a small welcome back gathering on [date] at [time] in [location]. It will be a great opportunity for everyone to reconnect and for you to catch up with the team.

Once again, welcome back! Let's make great things happen together!

Best regards,

[Your Name]

[Your Position]

[Company Name]