

# Welcome Back to the Team!

Dear [Staff Member's Name],

We are thrilled to welcome you back to [Company/Organization Name]! Your presence has been greatly missed and we are excited to have you rejoin us.

As you settle back in, please feel free to reach out if you have any questions or need assistance. We have planned a small welcome gathering on [Date] at [Time] in [Location], and we would love for you to join us.

Once again, welcome back! We look forward to creating great memories together and achieving new milestones.

Warm regards,

[Your Name]

[Your Position]

[Company/Organization Name]