

# Return to Work Authorization

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Return to Work Authorization

Dear [Employee's Name],

We hope this message finds you well. We want to extend our deepest condolences for your loss and provide our full support during this difficult time.

We acknowledge your recent bereavement leave from [Start Date] to [End Date]. We appreciate your communication regarding your situation and understand the importance of this time for you and your family.

This letter serves as a formal authorization for your return to work effective [Return Date]. Please ensure you reach out to your supervisor to discuss any transitional needs as you reintegrate into your role.

If you require any additional support or accommodations as you return, please do not hesitate to let us know. Your well-being is our top priority.

Thank you for your understanding, and we look forward to having you back at work.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]