

# Return to Work Authorization

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We are pleased to inform you that your request to return to the office following your remote work period has been approved. We appreciate your contributions and commitment during the time you worked remotely.

Your official return date is set for [Insert Date]. Please ensure that you are prepared to adhere to current workplace protocols, including any health and safety guidelines put in place by our organization.

If you have any questions or need further assistance, feel free to reach out to [Supervisor/HR Contact Name] at [Contact Information].

Welcome back to the team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]