

# 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 are pleased to inform you that your personal leave has been approved. Based on our records, you are cleared to return to work on [Return Date]. Please ensure that you report to [Location/Department] at [Time].

If you have any questions or require further assistance, please feel free to reach out.

Welcome back!

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]