

# Return to Work Authorization

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Department]

Subject: Return to Work Authorization

Dear [Employee's Name],

We are pleased to inform you that you are authorized to return to work following your vacation recovery period. Your absence was noted from [start date of vacation] to [end date of vacation], and we hope you had a restful time.

Your expected return date is [return date]. Please ensure that you are ready to resume your duties as per your usual schedule. If you have any concerns or need further assistance, do not hesitate to reach out.

Welcome back!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]