Return to Work Sample Letter

Your Name
Street Address
City, State and Zip code
Phone number

Date

Employer
Attention: Human Resource Manager
Street Address
City, State and Zip code

Dear (Human Resource Manager's Name)

I am notifying you of my intention to return to work, effective (date). I shall provide release papers from my health care provider for your records.

Please feel free to contact me with any questions or concerns regarding my return as well as any other documents the company may require.

Thank you.

Sincerely,

Your Signature
Cc: Supervisor
Enclosures, (if applicable)

Health & Wellness
LOVE to KNOW
Logo will not print with document