Return to work email

Three to seven business days before the return date, so the employee can raise questions and you can fix access, equipment and scheduling before day one. Send a short welcome on the first morning as well.

GENERAL RETURN FROM LEAVE

Subject: Welcome back on [Return Date]

Hi [First Name],

We're looking forward to having you back on [Return Date]. Here's what to expect so the first day is easy.

- **Schedule:** [Start Time] to [End Time], [Days]
- **First thing:** a 30-minute catch-up with me at [Time] in [Location or Video Link]
- **What's changed:** [e.g. we moved to a new ticketing system in March and [Colleague Name] joined the team]
- **Access:** IT has confirmed your laptop and logins are active. If anything doesn't work, contact [IT Contact].

No need to catch up on every email from while you were out. We'll go through the priorities together on day one.

If you have questions before then, or if anything about your return needs to change, just reply.

[Manager Name]
[Title], [Company]

RETURN FROM PARENTAL LEAVE

Subject: Getting ready for your return on [Return Date]

Hi [First Name],

I hope you and the family are doing well. Your return date is coming up on [Return Date], and I wanted to make the transition as smooth as possible.

A few things to confirm:

- **Schedule:** we agreed [full-time / a phased return of X days a week for the first Y weeks / your flexible schedule of …]. Let me know if anything has changed.
- **Lactation space:** there's a private room at [Location], and you can block time on your calendar for breaks whenever you need them.
- **Catch-up:** I've set aside an hour with you on [Date] to go over what's happened while you were away.

If you'd like to talk about any of this before you're back, I'm happy to call. There's no rush on anything else.

Welcome back,

[Manager Name]
[Title], [Company]

RETURN FROM MEDICAL LEAVE WITH ADJUSTMENTS

Subject: Your return to work on [Return Date]

Hi [First Name],

We're glad you're returning on [Return Date].

Based on [the fitness-for-duty certification you provided / our conversation with HR], we've arranged the following:

- [Adjustment 1, e.g. reduced hours of 6 per day for the first four weeks]
- [Adjustment 2, e.g. no lifting above 20 lbs until your next review]

We'll review these with you on [Review Date]. If anything isn't working before then, tell me or [HR Contact Name] and we'll look at it straight away.

Your schedule and first-day plan are attached. Please bring any paperwork HR has asked for on your first day.

All the best,

[Manager Name]
cc: [HR Contact Name]

HOURLY / SHIFT-BASED

Subject: Your first shift back: [Return Date]

Hi [First Name],

Welcome back. Your first shift is on [Return Date], [Shift Start] to [Shift End], at [Site Name].

When you arrive, check in with [Supervisor Name] for a quick refresher on [new process, system or safety update]. Your badge and system login are active.

Your schedule for the next two weeks is in [Scheduling App]. If you have questions, message me or call [Phone Number].

[Manager Name]
[Site Name]

SUBJECT LINE IDEAS

- Welcome back on [Return Date]
- Getting ready for your return
- Your first day back: what to expect
- Looking forward to having you back
- Your return to work plan
- Your first shift back: [Return Date]

SMS / WHATSAPP VERSION

Hi [First Name], welcome back soon. Your first shift is [Return Date], [Shift Start] to [Shift End] at [Site Name]. Check in with [Supervisor Name] when you arrive. Your login and badge are active. Questions? Text me. - [Manager Name]

Placeholders to replace: [First Name], [Return Date], [Start Time], [End Time], [Days], [Location or Video Link], [Colleague Name], [IT Contact], [Review Date], [HR Contact Name], [Shift Start], [Shift End], [Site Name], [Supervisor Name], [Scheduling App], [Manager Name], [Company]