

### **Return-to-Work Notification Email Template**

**Subject:** Important: Return-to-Work Plan and Policy Details

Dear [Employee Name],

I hope this message finds you well. As we prepare for your return to work following your [absence/leave], I wanted to provide you with important information regarding your return-to-work plan and the relevant company policies.

### **Return Date:**

Your scheduled return date is [Insert Return Date]. Please confirm your availability to return on this date by responding to this email at your earliest convenience.

### **Required Documentation:**

To ensure a smooth transition back to work, please provide the following documentation prior to your return:

* A medical clearance or certificate from your healthcare provider (if applicable).
* Any other relevant documents as discussed during our previous communications.

### **Return-to-Work Plan:**

We understand that returning to work after a period of absence can be challenging. To support you during this transition, we have developed a return-to-work plan tailored to your needs:

* **Phased Return:** If applicable, we have arranged a phased return to work. This plan will allow you to gradually increase your hours and responsibilities over a [specific period of time]. Details of this plan can be discussed and finalized upon your return.
* **Accommodations:** If you require any accommodations to support your return, such as modified duties, adjusted work hours, or ergonomic adjustments, please let us know as soon as possible so we can make the necessary arrangements.

### **Workplace Updates:**

Since your absence, there may have been some updates or changes within the workplace that you should be aware of:

* **Policy Changes:** [Briefly outline any relevant policy updates or changes].
* **Team Updates:** [Provide any updates on team changes, new hires, or reorganizations].
* **Health and Safety Measures:** [Include any new health and safety protocols, especially if related to COVID-19 or other ongoing concerns].

### **Next Steps:**

To finalize your return-to-work plan, we would like to schedule a brief meeting with you on [suggest a date and time]. During this meeting, we can discuss any concerns you may have, review your return-to-work plan, and answer any questions.

Please confirm your availability for this meeting and let us know if there are any other details or accommodations you would like to discuss before your return.

### **Contact Information:**

If you have any questions or need further assistance, feel free to reach out to me or [HR Contact Name] at [HR Email Address] or [HR Phone Number].

We are looking forward to welcoming you back to the team and are committed to supporting you during this transition. Thank you for your attention to these details, and please don’t hesitate to reach out if you have any concerns.

Best regards,

[Your Full Name]  
[Your Job Title]  
[Company Name]  
[Your Contact Information]