

Date:
Our Ref:
Your Ref:

Dear [insert name]

Return to Work

I am writing to acknowledge your request for reinstatement following your Reservist mobilisation.

We have agreed that you will return to work on [insert date] and in support of this, a return to work meeting has been scheduled for [insert time] on [insert date] and will be held at [insert location].

The purpose of this meeting is to welcome you back to work and to discuss a number of practical matters to support a smooth reintegration back into the workplace.

In the meantime, if you have any queries, please do not hesitate to contact me.

Yours sincerely

Name
Job title

CC HR Operations Team