



Return-to-work policy template

Welcome to our organization! We are excited to have you join our team. As part of our commitment to creating a safe and healthy work environment, we have developed a return-to-work policy to guide employees through the process of returning to work after a leave of absence.

Key Points:

- Employees must notify their supervisor as soon as possible when they are ready to return to work.
- A return-to-work meeting will be scheduled to discuss any accommodations or modifications that may be needed.
- Employees may be required to provide a doctor's note clearing them to return to work.
- Flexible work arrangements may be considered on a case-by-case basis.

For more information on our return-to-work policy, please refer to our official employee handbook [\[here\]](#) (insert link to employee handbook).

We look forward to supporting you during your transition back to work. If you have any questions or concerns, please do not hesitate to reach out to HR.

Thank you,
[Company Name] HR Team