

Subject: Invitation to Sabbatical Return Interview - [Employee Name]

Dear [Employee Name],

Welcome back! We hope you enjoyed your sabbatical and found the time away rewarding.

As you prepare to transition back into your role, we would like to invite you to a return interview. The purpose of this meeting is to catch you up on company updates, discuss any changes to your team or projects, and ensure you have everything you need for a smooth reintegration.

The details for the meeting are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Meeting Room or Video Call Link]
- **Attendees:** [Manager Name] and [HR Representative Name, if applicable]

Please let us know if this time works for you or if we need to reschedule. We look forward to seeing you and hearing about your experiences.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]