

Return to work letter

Confirms the arrangements for an employee returning after an extended absence — injury, illness or parental leave. It records what was agreed so both sides start from the same understanding.

Before you send this

- For a work-related injury, the return-to-work plan is a separate regulated document and this letter supplements rather than replaces it.
- Ask for medical clearance where the absence was health-related, and record any restrictions you have been told about.
- An employee returning from parental leave is generally entitled to return to their pre-leave position.
- Agree any graduated hours in advance, with a review date rather than an open-ended arrangement.
- Record the arrangement on the employee file, and keep any medical information separate and confidential.

Letter template

EMPLOYEE NAME

DATE

We are glad to confirm the arrangements for your return to work.

REASON FOR ABSENCE (GENERAL — DO NOT RECORD MEDICAL DETAIL HERE)

RETURN TO WORK DATE

POSITION ON RETURN

Working arrangements

HOURS AND PATTERN ON RETURN

ANY TEMPORARY DUTIES OR RESTRICTIONS AGREED

DATE THESE ARRANGEMENTS WILL BE REVIEWED

Support

SUPPORT OR ADJUSTMENTS WE WILL PROVIDE

WHO TO CONTACT IF SOMETHING IS NOT WORKING

Keep any medical certificates or clearances on a confidential file separate from the general employee record.

Signature

SIGNED

NAME AND POSITION

DATE

This template is general information for Australian employers, not legal advice. Employment obligations depend on the applicable modern award or agreement, the employment contract and the circumstances. Confirm anything you are unsure of with Fair Work or a workplace relations adviser.