**Date:**

**Re. Return to Work after Suspension Orders w.r.t. Suspension Letter 10C-FV23**

Dear Keller,

The letter has been penned to you to confirm your return to the office after voluntary suspension from the work on the account of health issues. I am writing this on behalf of the Senior Admin Officer and as per his instructions; you are requested to get back to work on completing your suspension duration.

You had taken voluntary suspension from the work because of your health issues after working from home for a considerably long time with respect to the company’s suspension policy 2020. The duration of suspension was two months i.e. from 25th March 20XX to 25th May 20XX. This suspension time would be considered as a temporary leave with 70% salary and other facilities along with 100% medical and health insurance.

Please let me know about your availability by confirming your return to work. I hope you are in good health and able to get back to work. Your suspension time completes on 25th May 20XX therefore, we are expecting you at work on 26th May 20XX. You can respond by writing to me at [EMAIL] or call me at +1[X].

Provide your medical fitness certificate at the time of your return. Thank you in anticipation.

Regards

Castin Steward  
Assistant Manager  
I-SAPS Group  
G-901 Premium Business, fourth building  
Simon Road, Boston, CA, USA.