**[Company Name]**  
**[Company Address]**  
**Phone:** [Company Phone Number]  
**Email:** [Company Email Address]

**Date:** [Insert Date]

**To:**  
[Employee's Full Name]  
[Employee's Address]  
[City, State, ZIP Code]

**Subject:** Thirty (30) Days’ Notice to Return to Work

Dear [Employee's Name],

We hope this letter finds you well. This is to formally notify you that you are required to return to work within **thirty (30) calendar days** from the date of this letter, that is, by **[insert return deadline date]**.

Your absence since **[insert date of absence or leave]** has been noted. As per company policy, failure to return to work within the given period, without valid reason or approved extension, may be treated as **voluntary abandonment of position** or **unauthorized absence**, which could lead to disciplinary action, including termination of employment.

If you are facing any challenges or require an extension, we encourage you to contact us in writing before the deadline. Otherwise, your return to duty is expected by the stated date.

Please treat this matter with urgency and seriousness. A copy of this letter is being kept on record and may be used as reference for any future employment decisions.

If you have any questions or concerns, you may contact **[Supervisor/HR Name]** at **[Phone Number/Email]**.

Sincerely,  
**[Your Full Name]**  
**[Your Position]**  
**[Company Name]**

**Enclosure:** [Optional – copy of company policy or leave records]