**Return from Administrative Leave**

(COPY TO AGENCY LETTERHEAD)

Date

Name

Address

City, State, Zip Code

Dear Mr./Ms. (Last Name):

On (date), you were placed on Administrative Leave pending the results of an investigation. The investigation has been completed, and you are instructed to return to work.

You are to report to your immediate supervisor, (supervisor’s name), on (date) at (time). Your reporting place is your regular duty station.

Sincerely,

(Name of Approving Authority)

(Title of Approving Authority)

cc: Office Administrator

Agency Chief Human Resources Officer