

Date

Recipient

Subject: Notice of Return to Work

Dear Sir or Madam:

Since my leave of absence without pay ends on \_\_\_\_\_\_\_\_\_\_, this is to advise you that, in accordance with clause 5-13.67, I intend to return to work on \_\_\_\_\_\_\_\_\_\_.

Sincerely,

**Name**

**Mailing Address**

c.c. Local union