

## SAMPLE LETTER TO SUPERVISOR ADVISING OF RETURN TO WORK

Date (should be 4 weeks prior to completion of your final leave)

Supervisor, Branch  
Ministry  
Address  
Victoria, BC V8V 1X4

Dear Supervisor:

My <TYPE OF LEAVE> leave will be expiring on <DATE>. This is to advise that I shall be returning to work on <FIRST WORK DATE FOLLOWING EXPIRATION OF LEAVE>.

If you wish to speak with me, I can be contacted at <PHONE NUMBER>.

Yours truly,

Employee

pc: BC Public Service Agency