



REPLY TO  
ATTENTION OF:

## CPAC Letterhead

Date

Civilian Personnel Advisory Center

Mr. (name)  
(address)

Dear Mr. (name):

Congratulations on returning to work to the (title, series grade), (temporary/permanent) position at the (organization), in (duty station). Enclosed are the forms that you will need to complete and bring with you when you report on (day/date), at (time). Please complete these forms before you report, to allow an easy transition. When you arrive on (date), please stop at the (office, as appropriate) to obtain a security badge. After you have been issued a badge, please report to (office).

(Enter information about tour of duty or work schedule). Your point of contact at the (organization) will be (name, phone number).

If you have questions regarding your return to work, please feel free to contact me at (phone) or e-mail (e-mail address).

Sincerely,

Name  
Injury Compensation Specialist

Encl