[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to provide an update regarding my current leave of absence, which began on [Start Date of Leave].

Based on my current recovery progress and consultations with my healthcare provider, I anticipate being able to return to my position on [Expected Return Date]. This timeline aligns with a total leave duration of eight weeks.

I will keep you informed if there are any changes to this timeline. I also plan to provide the necessary medical clearance documentation closer to my return date. Please let me know if there are any specific forms or procedures I need to complete prior to my first day back.

Thank you for your continued support during my absence. I look forward to returning to the team.

Sincerely,

[Your Signature]

[Your Printed Name]