

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name or HR Representative's Name]
[Company Name]
[Company Address]

Re: Intent to Return to Work from Medical Leave

Dear [Recipient Name],

I am writing to formally notify you of my intent to return to my position as [Your Job Title] following my medical leave of absence.

My healthcare provider has cleared me to resume my duties effective [Date of Return]. I have attached the required medical release documentation from my physician to this letter.

[Select one option below]

Option 1: I am returning with no restrictions and am ready to resume my full schedule and responsibilities.

Option 2: I am returning with the following work restrictions/accommodations as recommended by my doctor: [List specific restrictions, e.g., reduced hours, no lifting over 10 lbs]. I would like to schedule a time to discuss how these accommodations can be implemented.

I look forward to returning to the team and catching up on my projects. Please let me know if there are any additional forms or procedures I need to complete prior to my start date.

Sincerely,

[Your Signature]

[Your Printed Name]