

[Your Name]
[Your Job Title]
[Your Employee ID Number]
[Date]

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

Subject: Request for Ergonomic Accommodations - Return to Work

Dear [Name of Supervisor or HR Professional],

I am writing to formally request ergonomic accommodations as I prepare to return to work on [Return Date] following my medical leave. To perform my job duties effectively and prevent further injury or aggravation of my condition, I am requesting the following adjustments to my workstation:

- [Specific Item, e.g., Ergonomic chair with lumbar support]
- [Specific Item, e.g., Sit-stand desk converter]
- [Specific Item, e.g., Ergonomic keyboard and mouse]
- [Specific Item, e.g., Monitor risers or dual monitor arms]
- [Specific Item, e.g., Footrest]

These requests are based on [mention if based on a doctor's recommendation or a physical therapist's assessment]. I have attached the supporting medical documentation from my healthcare provider which outlines my functional limitations and the necessity of these specific tools.

I am also open to a professional ergonomic assessment of my workspace to ensure all necessary requirements are met. I am committed to performing my role at the highest level and believe these accommodations will allow me to do so safely.

Please let me know the next steps in the interactive process and if you require any further information. I look forward to your response and to returning to the team.

Sincerely,

[Your Signature]
[Your Printed Name]