

[Your Name]
[Your Job Title]
[Date]

To: [Manager Name or Human Resources Department]
[Company Name]

Subject: Request for Short-Term Workspace Accommodation - Lifting Restriction

Dear [Name],

I am writing to formally request a temporary workplace accommodation regarding my physical job duties. Due to a medical reason, I am currently under a short-term lifting restriction.

According to my healthcare provider's recommendations, I am restricted from lifting, pushing, or pulling any objects weighing more than [Number] pounds. This restriction is expected to remain in place until [Date or Duration].

To ensure I can continue performing my essential job functions safely, I am requesting the following temporary adjustments:

- Assistance from team members or the use of mechanical aids for moving heavy items.
- Modification of tasks that require lifting above the specified weight limit.
- [Optional: Any other specific adjustment].

I have attached a supporting note from my physician outlining these limitations. I remain fully committed to my role and am happy to discuss how we can manage these temporary restrictions to minimize any impact on our operations.

Thank you for your support and understanding.

Sincerely,

[Your Signature]
[Your Printed Name]