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

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

Subject: Proposed Phased Return to Work Plan

Dear [Manager's Name],

Following my period of medical leave, I am writing to confirm my intention to return to work on [Start Date]. Based on my doctor's recommendations, I would like to propose a phased return to work plan to ensure a smooth transition back to my full duties.

I suggest the following schedule for the initial transition period:

- **Week 1:** [e.g., Monday, Wednesday, Friday, 9:00 AM to 1:00 PM]
- **Week 2:** [e.g., Monday to Friday, 9:00 AM to 1:00 PM]
- **Week 3:** [e.g., Monday to Friday, 9:00 AM to 3:00 PM]
- **Week 4:** Return to full contractual hours.

During this period, I will focus on [mention specific core tasks] and will coordinate with [Colleague Name] regarding the handover of ongoing projects. Please let me know if there are any specific adjustments or meetings you would like to schedule to discuss this plan further.

I have attached a copy of my Fit Note/medical clearance for your records. I look forward to rejoining the team.

Sincerely,

[Your Signature]
[Your Printed Name]