

To: [Manager Name / HR Department]
From: [Your Name]
Date: [Date]

Subject: Return to Work Plan - Reduced Cognitive Load Requirements

Dear [Manager Name],

I am writing to formally provide documentation regarding my return to work as a Medical Receptionist, effective [Start Date]. Following medical consultation, it has been recommended that I return with a temporary reduction in cognitive load to ensure a safe and sustainable transition back to my duties.

To support my recovery, I am requesting the following temporary workplace adjustments for a period of [Number] weeks:

- **Reduced Task Switching:** Assignment to a single primary task (e.g., only answering phones or only checking in patients) for blocks of time rather than managing multiple streams simultaneously.
- **Quiet Work Environment:** Permission to process administrative tasks or filing in a low-traffic area away from the main reception desk where possible.
- **Written Instructions:** Providing complex updates or new protocols in writing rather than verbal briefings to assist with memory and focus.
- **Scheduled Cognitive Breaks:** Short, frequent breaks (5-10 minutes) every [Number] hours to prevent mental fatigue.
- **Modified Hours:** [If applicable, e.g., starting with 4-hour shifts] to build cognitive endurance.

I have attached the supporting documentation from my healthcare provider outlining these requirements. I am eager to return to the team and believe these temporary measures will allow me to perform my role effectively while maintaining my health.

I would like to schedule a brief meeting to discuss how we can best implement these adjustments within the clinic's workflow.

Sincerely,

[Your Signature]
[Your Printed Name]