

[Employee Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Manager Name]  
[Clinic Name]  
[Address]  
[City, State, Zip Code]

RE: Return to Work with Executive Function Restrictions

Dear [Manager Name],

I am writing to formally provide documentation regarding my return to work as Clinic Administrator, effective [Date]. Based on medical guidance, I am cleared to resume my duties with specific temporary restrictions related to executive functioning.

To ensure a successful transition and maintain clinic efficiency, the following accommodations are requested:

- **Task Complexity:** Breaking down complex administrative projects into smaller, sequential steps.
- **Workload Management:** Use of written checklists and digital reminders to assist with prioritization and memory.
- **Distraction Control:** Permission to work in a quiet space or use noise-canceling tools during periods of high-concentration tasks (e.g., billing, scheduling, or reporting).
- **Cognitive Pacing:** Short, scheduled breaks to prevent cognitive fatigue and maintain accuracy in data management.
- **Communication:** Requests for follow-up instructions or deadline changes to be provided in writing (email or memo) to assist with information retention.

I am committed to fulfilling my administrative responsibilities and ensuring the clinic operates smoothly. I would like to schedule a brief meeting to discuss how these adjustments can be integrated into my daily workflow.

Attached is the supporting documentation from my healthcare provider. Thank you for your support during this transition.

Sincerely,

[Employee Signature]  
[Printed Name]