

**Date:** [Date]

**To:** [Supervisor Name / Human Resources Department]

**From:** [Your Name]

**Re:** Return to Work and Request for Accommodations

Dear [Name],

I am writing to formally provide notice of my intent to return to my position as a Clinic Technician on [Date]. While I am cleared to resume my duties, I am requesting reasonable accommodations to address temporary memory deficits to ensure I maintain the highest standards of patient safety and clinical accuracy.

To perform my essential functions effectively, I request the following accommodations:

- **Written Instructions:** Receipt of all shift assignments, patient-specific tasks, and policy changes in writing rather than solely via verbal report.
- **Checklists:** Permission to use personal or clinic-provided checklists for standardized procedures (e.g., room sterilization, tray setups, or intake vitals).
- **Redundant Verification:** A designated peer or supervisor to perform a brief "double-check" of my data entry or medical charting for a period of [Number] weeks.
- **Quiet Space for Documentation:** Access to a low-distraction environment when completing electronic health record (EHR) entries to minimize memory interference.
- **Digital Aids:** Use of a digital recorder or smartphone app for temporary reminders and task management during clinic hours.

I have attached documentation from my healthcare provider outlining these recommendations. I am committed to a successful transition and would like to meet with you to discuss how we can implement these supports while maintaining clinic workflow.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID]