

[Your Name]
[Your Job Title]
[Your Contact Information]

[Date]

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

Dear [Manager's Name],

I am writing to formally notify you of my intent to return to work on [Date] following my medical leave of absence due to a severe illness.

I have consulted with my healthcare provider, and I have been cleared to resume my professional duties. Attached to this letter, please find the formal medical release documentation from my physician.

Regarding my return, my physician has recommended the following [select one: adjustments / accommodations / phased return schedule]:

- [Requirement 1, e.g., Reduced hours for the first two weeks]
- [Requirement 2, e.g., Limitations on heavy lifting or physical exertion]
- [Requirement 3, e.g., Frequent breaks for medication or rest]

I am eager to rejoin the team and resume my responsibilities. I would appreciate the opportunity to meet briefly on my first day back to discuss these recommendations and ensure a smooth transition.

Thank you for your support and understanding during my recovery.

Sincerely,

[Your Signature]

[Your Printed Name]