

[Your Name]  
[Your Job Title]  
[Your Phone Number]  
[Your Email Address]

[Date]

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

Subject: Notice of Intent to Return to Work

Dear [Manager's Name],

I am writing to formally notify you that I have been cleared by my medical team to return to work on [Date] following my recent hospitalization and recovery period.

I have attached a medical release form from my physician confirming my fitness for duty. According to my doctor's recommendations, I am able to return to my role:

[Option 1: With no restrictions and on a full-time basis.]

[Option 2: With the following temporary accommodations or modified schedule: List details here].

I am eager to rejoin the team and resume my responsibilities. I would like to schedule a brief meeting or call prior to my return date to discuss any updates or changes that occurred during my absence and to ensure a smooth transition back to the office.

Thank you for your support and understanding during my medical leave.

Sincerely,

[Your Signature]

[Your Printed Name]