

Date: [Insert Date]

To: [Manager Name or Human Resources Department]

From: [Your Name]

Subject: Request for Light Duty Accommodation

Dear [Manager Name],

I am writing to formally request a temporary light duty accommodation regarding my position as a Medical Receptionist. Due to [mention medical condition or "a health matter"], I am currently under medical restrictions as advised by my healthcare provider.

According to my physician, I am cleared to work provided the following restrictions are met:

- [e.g., No lifting items over 5 pounds]
- [e.g., Ability to sit for 15 minutes every hour]
- [e.g., Limited typing or repetitive wrist movement]
- [e.g., Reduced shift hours to 4 hours per day]

I am confident that I can still perform the essential clerical duties of the front desk, such as answering phones, scheduling appointments, and processing patient paperwork, while staying within these safety limits. I anticipate these restrictions will remain in place until [insert date or "my next follow-up appointment on Date"].

Attached is a note from my doctor outlining these specific limitations. I am committed to my role and would like to discuss how we can implement these adjustments to ensure I can continue working safely.

Thank you for your support and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID/Contact Number]