

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

[Date]

[Manager's Name]
[Facility/Clinic Name]
[Department Name]

Subject: Return to Work and Request for Modified Shifts

Dear [Manager's Name],

I am writing to formally notify you of my intent to return to my position as a Phlebotomist following my medical leave. My physician has cleared me to return to duty effective [Date].

Per the attached medical documentation, I am requested to return with a modified shift schedule to ensure a safe transition back to clinical duties. I would like to propose the following temporary schedule for your approval:

- **Return Date:** [Start Date]
- **Proposed Hours:** [e.g., 8:00 AM to 12:00 PM]
- **Days per Week:** [e.g., Monday, Wednesday, Friday]
- **Duration:** [e.g., For a period of 4 weeks]

While I am able to perform the essential functions of phlebotomy, including venipuncture, specimen labeling, and patient identification, the modified hours will allow me to manage [mention physical recovery/stamina/lifting restrictions if applicable] as I return to full capacity.

I am eager to rejoin the team and assist our patients. Please let me know if we can meet to discuss this schedule or if there are specific administrative steps I need to take before my start date.

Thank you for your support during my recovery.

Sincerely,

[Your Signature]
[Your Printed Name]