

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

[Date]

[Manager's Name]
[Clinic Name]
[Clinic Address]

Dear [Manager's Name],

Please accept this letter as formal notification that I am ready to return to my position as a Part-Time Clinic Receptionist following my leave of absence. My first day back will be [Date].

I have attached the necessary medical clearance documentation from my physician, confirming that I am fit to resume my duties, including front-desk management, patient scheduling, and handling medical records.

Regarding my part-time schedule, I am available to work the following hours:

- [Day 1]: [Start Time] to [End Time]
- [Day 2]: [Start Time] to [End Time]
- [Day 3]: [Start Time] to [End Time]

I look forward to reconnecting with the team and assisting our patients again. Please let me know if there are any updates to the clinic's software or administrative procedures that I should review prior to my start date.

Sincerely,

[Your Signature]

[Your Printed Name]