

[Your Name]
[Your Employee ID]
[Your Address]
[Date]

[Manager's Name]
[Department Name - e.g., Emergency Department/Triage]
[Facility/Hospital Name]

Subject: Return to Work Plan - Reduced Clinical Hours

Dear [Manager's Name],

I am writing to formally confirm my intent to return to my position as a Triage Nurse on [Date] following my recent medical leave.

Based on the recommendations of my healthcare provider, I am requesting a graduated return to work with reduced clinical hours to ensure a safe transition back to my duties. My proposed schedule for the initial [Number] weeks is as follows:

- **Weeks 1-2:** [Number] hours per week (e.g., three 4-hour shifts).
- **Weeks 3-4:** [Number] hours per week (e.g., three 8-hour shifts).
- **Full Hours:** I anticipate returning to my regular full-time/part-time schedule on [Date].

I have attached the medical documentation outlining these specific restrictions. During this transition, I remain committed to maintaining the high standards of patient assessment and safety required in the triage unit. Please let me know if we can meet to discuss any necessary adjustments to my shift assignments or the workflow during this period.

Thank you for your support and understanding.

Sincerely,

[Your Signature]
[Your Printed Name]