

[Date]

[Employee Name]

[Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to welcome you back to the team at [Clinic/Practice Name]. As discussed, we have approved a phased return to work schedule for your position as Front Desk Patient Coordinator to support your transition back to full duties.

Your return date is set for [Start Date]. Your temporary schedule will be as follows:

- **Week 1:** [Days/Hours, e.g., Monday, Wednesday, Friday from 8:00 AM to 12:00 PM]
- **Week 2:** [Days/Hours, e.g., Monday through Friday from 8:00 AM to 1:00 PM]
- **Week 3:** [Days/Hours, e.g., Resume full-time hours]

During this period, your primary responsibilities will include:

- Greeting patients and checking them in/out.
- Answering phones and scheduling appointments.
- Verifying insurance information.
- Processing patient co-pays.

We will meet on [Date/Time] to review your progress and ensure the schedule meets both your needs and the operational requirements of the front desk. If you have any questions or require specific accommodations during this time, please contact [Manager Name].

We look forward to having you back in the office.

Sincerely,

[Your Name]

[Your Title]

[Clinic/Practice Name]