

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

[Date]

[Manager's Name]
[Clinic/Hospital Name]
[Department Name]
[Workplace Address]

Dear [Manager's Name],

I am writing to formally confirm my return to work as a Medical Receptionist on [Date], following my medical leave. My healthcare provider has cleared me to resume my duties, provided that specific ergonomic adjustments are made to my workstation to ensure a safe and sustainable return.

As per the recommendations from my medical evaluation, I request the following ergonomic equipment and modifications:

- **Ergonomic Chair:** A chair with adjustable lumbar support, armrests, and seat height.
- **Monitor Placement:** A monitor riser or adjustable arm to ensure the screen is at eye level.
- **Input Devices:** An ergonomic keyboard and a vertical mouse to reduce wrist strain.
- **Telephone Setup:** A wireless or corded headset to avoid neck strain during high-volume call periods.
- **Desk Height:** A sit-stand desk converter or a desk adjusted to the correct height for typing.
- **Footrest:** An adjustable footrest to maintain proper posture while seated.

I am eager to rejoin the team and provide high-quality service to our patients. I am available to meet and discuss how these adjustments can be implemented within the front desk environment.

Attached is the documentation from my healthcare provider outlining these requirements. Thank you for your support in facilitating my return to the clinic.

Sincerely,

[Your Signature]

[Your Printed Name]