

[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 Clinic Administrator on [Date of Return].

As you are aware, I have been on a medical leave of absence to focus on my mental health. Following the guidance of my healthcare provider, I am now cleared to resume my professional duties. I have attached the required medical documentation confirming my fitness for duty.

[Optional: Based on my doctor's recommendations, I would like to request the following temporary accommodations to ensure a smooth transition: List accommodations, e.g., a phased-in schedule for the first week.]

I am looking forward to returning to the clinic and rejoining the team. I am committed to catching up on any administrative updates and ensuring a high standard of patient care and clinic operations.

Please let me know if there is any paperwork I need to complete prior to my start date. I am available to discuss my return plan in more detail if necessary.

Sincerely,

[Your Signature]

[Your Printed Name]