

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Subject: Request for Workplace Accommodations - Return to Work

Dear [Recipient Name],

I am writing to formally notify you of my intent to return to work on [Date] following my medical leave of absence for mental health reasons. I am eager to resume my duties and contribute to the team.

To ensure a successful and sustainable transition back to my role, my healthcare provider has recommended certain workplace accommodations. Based on their professional guidance, I am requesting the following adjustments:

- [Example: A graduated return-to-work schedule starting at 20 hours per week]
- [Example: Modified work hours or flexible start/end times]
- [Example: Permission to attend weekly therapy appointments during work hours]
- [Example: Periodic breaks during the day to manage stress levels]
- [Example: Quiet workspace or use of noise-canceling headphones]
- [Example: Clearly defined written priorities and regular check-ins with management]

I have attached a supporting letter from my medical professional outlining these requirements and the expected duration of these accommodations.

I would like to schedule a meeting to discuss how these accommodations can be implemented effectively within the department. I am committed to performing my job effectively and believe these adjustments will allow me to do so while maintaining my health.

Thank you for your support and for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Phone Number]

[Your Email Address]