

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

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Re: Return to Work and Request for Shift Modification

Dear [Manager's Name],

I am writing to formally notify you of my intent to return to work following my medical leave for mental health reasons. My healthcare provider has cleared me to resume my duties effective [Start Date].

To ensure a sustainable and productive transition back to the workplace, my healthcare provider has recommended a temporary modification to my work schedule. I am requesting the following shift adjustment for a period of [Number of Weeks/Months]:

- Current Schedule: [Old Shift Hours/Days]
- Proposed Schedule: [New Shift Hours/Days]

This modification will allow me to effectively manage my health while fulfilling my professional responsibilities. I am committed to maintaining my performance standards and am happy to discuss how we can manage my workload during this period.

I have attached the necessary documentation from my medical provider outlining these recommendations. I would like to meet with you to discuss this transition and any necessary administrative steps.

Thank you for your understanding and support during this time.

Sincerely,

[Your Signature]

[Your Printed Name]