

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

[Date]

[Manager's Name or Human Resources Department]
[Clinic or Hospital Name]
[Address]

Re: Return to Work Plan - [Your Name]

Dear [Manager's Name],

I am writing to formally confirm my return to work as a Medical Assistant on [Date] following my medical leave of absence.

I have been cleared by my healthcare provider to resume my clinical and administrative duties. To ensure a successful transition back to the team and to maintain a high standard of patient care, I am requesting the following accommodations as part of a temporary transition plan:

- **Phased Schedule:** A gradual increase in hours for the first [Number] weeks (e.g., working 4-hour shifts or 3 days per week).
- **Duty Adjustment:** Focusing on administrative tasks or rooming patients for the first week before returning to high-stress procedures or triage.
- **Scheduled Breaks:** Specific times for brief breaks to manage wellness during busy clinic hours.

I have attached the return-to-work release from my healthcare provider. I am committed to resuming my role and supporting our patients and providers effectively.

I would like to meet briefly on my first day back to discuss this transition and any updates to clinic protocols that occurred during my absence.

Thank you for your support and for respecting my privacy during this time.

Sincerely,

[Your Signature]

[Your Printed Name]