

[Your Name]  
[Your Job Title]  
[Date]

To [Manager's Name],

Subject: Return to Work Following Burnout Recovery Leave

Please accept this letter as formal notification of my intent to return to my position as Front Desk Staff on [Return Date].

I appreciate the time away to focus on my health and recovery. During this period, I have taken the necessary steps to manage the stressors associated with front-line service. I feel prepared to resume my duties and provide high-quality support to our guests and team.

To ensure a sustainable return and maintain productivity, I would like to request a brief meeting during my first week back. I hope to discuss:

- Updates on front desk procedures or software changes.
- Current staffing levels and shift rotations.
- Strategies for managing peak-hour volume to prevent future fatigue.

Thank you for your support and understanding during my absence. I look forward to rejoining the team and contributing to the success of our operations.

Sincerely,

[Your Signature]  
[Your Printed Name]