

[Your Name]  
[Your Professional Title]  
[Your Employee ID]  
[Date]

[Manager's Name]  
[Department Name]  
[Facility/Hospital Name]

Re: Gradual Return to Clinical Duties

Dear [Manager's Name],

I am writing to formally confirm my readiness to return to clinical work following my recent medical leave due to burnout. Based on the recommendations of my healthcare provider, I am requesting a structured Gradual Return to Work (GRTW) plan to ensure a sustainable reintegration into the clinical environment.

To support a successful transition, I am proposing the following schedule and accommodations for the first [Number] weeks:

- **Phase 1 (Weeks 1-2):** [Number] shifts per week, limited to [Number] hours per shift. No overnight or on-call duties.
- **Phase 2 (Weeks 3-4):** [Number] shifts per week, increasing to [Number] hours per shift.
- **Clinical Duties:** A focus on [Specific Area/Outpatient] tasks with limited exposure to [High-Stress Area/ER/ICU] during the initial phase.

I have attached the necessary documentation from my physician outlining these clinical restrictions and the suggested timeline for returning to full-time hours by [Target Date].

I am committed to providing high-quality patient care and believe this phased approach is the most effective way to maintain long-term professional health. I would like to meet with you on [Date/Time] to discuss how this plan fits within the department's current scheduling needs.

Thank you for your support and understanding during this process.

Sincerely,

[Your Signature]  
[Your Printed Name]