

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

To: [Manager/Supervisor Name]
[Clinic Name]

Dear [Manager Name],

I am writing to formally outline my reintegration plan following my medical leave for burnout recovery. My anticipated return-to-work date is [Date].

To ensure a sustainable return to my clinical duties and to maintain a high standard of patient care, I am requesting the following temporary accommodations during my transition period:

- **Phased Return:** A reduced schedule of [Number] hours per week for the first [Number] weeks.
- **Patient Load:** A capped number of patient consultations per day to allow for adequate administrative catch-up.
- **Administrative Time:** [Number] minutes of protected time between blocks of appointments for charting and mental decompression.
- **Duty Adjustments:** Temporary removal from [Specific Duty, e.g., On-call rotation or late-night shifts] until [Date].

I am fully committed to the clinic and my patients. I believe these steps will prevent a recurrence of burnout and allow me to perform my role effectively. I would like to schedule a meeting on my first day back to discuss these points and set a schedule for progress reviews.

Thank you for your support during my recovery and for your assistance in my return to the team.

Sincerely,

[Your Signature]
[Your Printed Name]