

To: [Manager Name/Human Resources]

From: [Employee Name]

Date: [Current Date]

Subject: Transition Plan for Recovery from Occupational Burnout

Dear [Name],

I am writing to formally communicate that I have been experiencing significant occupational burnout. To maintain the quality of patient care and ensure my long-term sustainability in this clinical support role, I am requesting a structured recovery transition period.

I propose the following adjustments to my current responsibilities starting on [Date]:

- **Reduced Schedule/Modified Hours:** [Detail requested hours, e.g., transition from 40 to 30 hours for a period of 4 weeks].
- **Task Prioritization:** Focus on [Specific Core Duties] while temporarily delegating [High-Stress Secondary Tasks] to other team members.
- **Administrative Relief:** Dedicated time blocks for charting and documentation to reduce after-hours workload.
- **Regular Check-ins:** Weekly meetings to evaluate workload balance and mental health status.

My goal is to return to my full capacity as soon as possible. I am committed to working with the team to ensure that patient safety and clinical operations remain seamless during this time.

I have attached [Medical Documentation/Recommendations] from my healthcare provider regarding this transition. I would like to schedule a meeting to discuss how we can implement these changes effectively.

Thank you for your support and understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]