

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

[Date]

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

Dear [Manager's Name],

Please accept this letter as formal notification that I will be returning to my position as a Medical Assistant following my maternity leave. My first day back at [Clinic/Hospital Name] will be [Date].

I have completed the necessary medical clearances and am prepared to resume all clinical and administrative duties. I am looking forward to reconnecting with the medical team and providing care to our patients once again.

I would appreciate a brief meeting on my first day to discuss any updates to clinic protocols, changes in patient scheduling, or new EHR system requirements that occurred during my absence.

Thank you for your support during my leave. Please let me know if there are any specific HR documents or health screenings I need to complete before my start date.

Sincerely,

[Signature]

[Your Printed Name]