

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

[Manager's Name]
[Department Name]
[Company Name]

Subject: Proposal for Gradual Phased Return to Work

Dear [Manager's Name],

I am writing to formally update you on my recovery following my recent hospitalization. My medical team has confirmed that I am fit to resume my duties; however, due to the prolonged nature of my absence, they have recommended a gradual phased return to work to ensure a sustainable transition back to full-time responsibilities.

I would like to propose the following four-week schedule starting on [Start Date]:

- **Week 1:** [Number] hours per day, [Number] days per week. Focus on administrative tasks and catching up on correspondence.
- **Week 2:** [Number] hours per day, [Number] days per week. Re-engaging with team meetings and minor projects.
- **Week 3:** [Number] hours per day, [Number] days per week. Increasing workload toward standard output.
- **Week 4:** Return to full contract hours and standard duties.

I have attached a supporting letter from my physician outlining these recommendations. I am eager to return to the team and believe this structured approach will allow me to regain my previous level of productivity without risking my health.

I am available to discuss this proposal via phone or video call before my return date. Thank you for your continued support during my recovery.

Sincerely,

[Your Signature]
[Your Printed Name]