

[Your Name]  
[Your Job Title/Position]  
[Your Department]  
[Date]

To: [Manager's Name / Human Resources Department]  
[Facility Name]

Subject: Notice of Return to Work Following Hospitalization

Dear [Manager's Name],

I am writing to formally notify you of my intent to return to my duties as a [Your Job Title] on [Return Date]. This follows my recent medical leave and prolonged hospitalization which began on [Start Date].

Enclosed with this letter, please find the medical release documentation provided by my healthcare provider. This documentation confirms that I am medically cleared to resume my nursing responsibilities.

Regarding my return, the following status applies:

[Select one option below]

- I am cleared to return to full duty without any restrictions.
- I am cleared to return to work with the following temporary restrictions: [List restrictions, e.g., lifting limits, shift duration, etc.] until [Date].

I am committed to ensuring a smooth transition back into the clinical setting and am prepared to complete any required health screenings, competency updates, or re-orientation protocols mandated by the facility following a prolonged absence.

Please let me know if there are any further forms or meetings required before my scheduled start date. I look forward to returning to the team and caring for our patients.

Sincerely,

[Signature]  
[Your Printed Name]  
[Employee ID Number]  
[Phone Number]