

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

[Date]

[Manager's Name]
[Job Title]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally notify you of my intent to return to work on [Date] following my recent hospitalization and medical leave.

My medical provider has cleared me to return to the workplace; however, they have recommended a transition period of light administrative duties. I have attached a medical certificate outlining my current functional abilities and specific limitations.

Based on these recommendations, I am requested to focus on tasks such as:

- Data entry and record keeping
- Email correspondence and scheduling
- Report preparation and documentation
- Other desk-based administrative support

I am eager to contribute to the team again and would like to discuss how we can best implement these temporary adjustments. I anticipate being able to resume my full regular duties by approximately [Estimated Date], pending further medical review.

Thank you for your support and understanding during my recovery.

Sincerely,

[Your Signature]

[Your Printed Name]