

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

[Date]

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

Re: Return to Work - Part-Time Schedule Pending Outpatient Therapy

Dear [Manager's Name],

I am writing to formally notify you of my intent to return to work on [Date] following my medical leave. Based on my healthcare provider's recommendations, I am cleared to return on a part-time basis while I undergo a course of outpatient therapy.

To accommodate my ongoing treatment schedule, I am requesting the following temporary modified schedule:

- **Work Days:** [List Days, e.g., Monday, Wednesday, Friday]
- **Work Hours:** [Start Time] to [End Time]
- **Duration:** This schedule is expected to last until [Projected Date of Full Return].

I have attached the necessary medical documentation from my physician outlining these specific requirements. I am committed to completing my duties during these hours and ensuring a smooth transition back to the team.

Please let me know if we can meet to discuss this schedule or if there are any specific forms I need to complete to finalize this arrangement.

Thank you for your support during my recovery.

Sincerely,

[Your Signature]

[Your Printed Name]