

Date: [Date]

To: [Supervisor Name or HR Department]

From: [Your Name]

Employee ID: [Your ID Number]

Subject: Return to Work with Pending Outpatient Therapy Accommodations

Dear [Recipient Name],

I am writing to formally request a workplace accommodation as I prepare to return to work on [Return Date]. I am currently undergoing outpatient therapy as part of my recovery process, which requires a modified schedule to ensure I can attend necessary medical appointments.

Based on my current treatment plan, I am requesting the following accommodations:

- **Modified Schedule:** I will need to leave work or arrive late on [Days of the Week] at [Time] to attend outpatient sessions.
- **Frequency:** These sessions are scheduled [Number] times per week for a duration of approximately [Number] weeks.
- **Flexibility:** I am willing to make up missed hours by [e.g., starting earlier, working later, or working on weekends], provided it does not conflict with my treatment.

Attached is a supporting note from my healthcare provider confirming the necessity of this treatment and the required schedule. My goal is to resume my full duties while maintaining my health and recovery progress.

I would like to discuss how we can implement these adjustments to minimize any impact on the team's operations. Please let me know a convenient time to meet and review this request.

Thank you for your support and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]