[Employee Name]
[Employee Address]
[Phone Number]
[Email]

[Date]

[Manager Name]
[Clinic Name]
[Clinic Address]

Subject: Request for Sedentary Work Accommodation - [Employee Name]

Dear [Manager Name],

I am writing to formally request a temporary workplace accommodation as I return to my role as Clinic Receptionist on [Date].

Based on my medical provider's recommendations, I am cleared to return to work provided that my duties remain sedentary. To ensure I can perform my essential functions while following these medical guidelines, I am requesting the following accommodations:

- Ability to remain seated for the duration of my shift.
- Exemption from tasks involving prolonged standing, walking, or heavy lifting (e.g., restocking heavy supplies or filing in low/high cabinets).
- A workstation setup that allows for ergonomic seating while checking in patients and answering phones.

I have attached the medical documentation from my healthcare provider outlining these specific functional limitations and the expected duration of this sedentary requirement.

I am fully committed to my role at [Clinic Name] and look forward to discussing how we can implement these adjustments to ensure a smooth transition back to the front desk. Please let me know if you require any further information.

Sincerely,

[Employee Signature]

[Printed Name]