

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

[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

Subject: Request for Return to Work Accommodations

Dear [Recipient Name],

I am writing to inform you that I am cleared to return to work on [Date] following my medical leave. To ensure a successful transition and to perform my job duties effectively, I am requesting reasonable accommodations due to [mention medical condition or "my current health status"].

Based on the recommendations of my healthcare provider, I am requesting the following accommodations:

- [Accommodation Request 1, e.g., Modified work schedule/Part-time hours]
- [Accommodation Request 2, e.g., Ergonomic desk equipment]
- [Accommodation Request 3, e.g., Ability to work from home X days per week]
- [Accommodation Request 4, e.g., Frequent rest breaks or limit on lifting weight]

I have attached a supporting letter from my doctor which outlines these requirements and the expected duration of these accommodations.

I am eager to return to my role and believe these adjustments will allow me to fulfill my responsibilities while managing my health. I am available to discuss these requests further and look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]