

[Your Name]  
[Your Job Title]  
[Your Department]

[Date]

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

**Subject: Follow-Up Regarding Return to Work Medical Clearance**

Dear [Manager's Name or HR Representative Name],

I am writing to follow up on the status of my return to work. As previously discussed, I have been on medical leave since [Start Date of Leave].

Please find attached the formal medical clearance documentation from my healthcare provider, [Doctor's Name]. This document confirms that I am fit to resume my professional duties effective [Start Date of Return].

The medical clearance specifies that I am returning with:

- [Option A: No restrictions or limitations.]
- [Option B: The following temporary restrictions/accommodations: List specific details here].

I would like to schedule a brief meeting or call to discuss the transition process, any pending updates I should be aware of, and to finalize my reintegration into the team. Please let me know a time that works best for you.

I look forward to returning to the office and resuming my work.

Sincerely,

[Your Signature (if sending by mail)]

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