

[Your Name]
[Your Employee ID]
[Your Department]
[Date]

To: [Manager's Name or HR Department]
[Company Name]

Subject: Follow-Up: Quarantine Clearance for Return to Work

Dear [Recipient Name],

I am writing to follow up on the status of my return-to-work clearance. My mandatory quarantine period, which began on [Start Date], officially ended on [End Date].

I have already submitted the following required documentation on [Submission Date]:

- Negative test results (dated [Date])
- Medical clearance certificate from [Doctor/Health Authority Name]
- [Any other required forms]

I am currently symptom-free and am ready to resume my duties. Please let me know if there are any additional steps I need to take or if my clearance has been processed so that I may return to the office on [Proposed Return Date].

I look forward to your confirmation.

Sincerely,

[Your Signature]
[Your Phone Number]