



Sample Letter For Return To Work After Leave

Subject: Return to Work Plan for [Employee Name]

Dear [Employee Name],

We're pleased to learn you are cleared to resume duties after your medical leave. Your leave ends on [Date], and we look forward to welcoming you at [Time] in [Office Location]. Enclosed is a modified duty schedule reflecting the temporary accommodations recommended by your physician.

Please review, sign, and return the attached acknowledgment by [Date].

Warm regards,

[Coordinator Name]

[Title]