



## Phased return to work plan

Dear [Employer],

I hope this message finds you well. Following my recent absence due to **[briefly describe the reason, e.g., illness, injury, personal reasons]**, I am writing to propose a phased return to work plan to support my gradual reintegration into the workplace.

Based on my healthcare provider's recommendations and our company's policies, I believe a phased return will enable me to transition back effectively while managing my current health condition. I have outlined a plan below, which I hope will accommodate both my recovery needs and the team's operational requirements.

### Proposed Phased Return Schedule

#### Week 1-2:

- Hours: [e.g., 4 hours/day, 3 days/week]
- Tasks: [e.g., Light administrative tasks, no client-facing duties]
- Notes: [e.g., Rest periods as needed, review progress weekly]

#### Week 3-4:

- Hours: [e.g., 6 hours/day, 4 days/week]
- Tasks: [e.g., Partial involvement in team projects, gradually increasing responsibility]
- Notes: [e.g., Regular check-ins with manager, additional support if required]

#### Week 5-6:

- Hours: [e.g., 8 hours/day, full-time]
- Tasks: [e.g., Full range of responsibilities with ongoing adjustments if necessary]
- Notes: [e.g., Final review of phased return, assessment of full workload capacity]



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### Required Adjustments and Accommodations

- Workstation Modifications: [e.g., Ergonomic chair, adjustable desk]
- Breaks: [e.g., More frequent breaks to manage physical strain]
- Support Needs: [e.g., Temporary reduction in workload, flexible working hours]

### Supporting Medical Documentation

I have obtained a written statement from my healthcare provider, Dr. **[Provider's Name]**, which outlines their recommendations for my return to work. I have attached this documentation to provide further insight into my current health status and necessary adjustments.

Thank you for considering this proposal. I look forward to discussing it further and working together to create a plan that supports both my well-being and the needs of the team.

Best regards,

**[Name]**