

Return to Work Proposal

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose my return to work following my [leave of absence/medical leave/etc.]. As my recovery is progressing positively, I believe I am ready to resume my duties with [Company Name].

I am proposing to return on [proposed return date] and would like to discuss any accommodations that may be required to ensure a smooth transition back to the workplace.

Thank you for considering my request. I look forward to the opportunity to discuss this matter further.

Sincerely,
[Your Name]