

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding my recent medical leave that started on [Start Date] and was scheduled to end on [End Date]. I wanted to provide an update on my situation and clarify any necessary steps for my return to work.

As of now, my recovery is progressing well, and I am eager to resume my duties. However, I would appreciate any information regarding my reintegration into the workplace and if there are any forms or documentation you might need from my healthcare provider.

Thank you for your understanding and support during this time. I look forward to hearing from you soon.

Sincerely,

[Your Name]