

Letter of Sick Leave Explanation

Date: [Insert Date]

To,

[Manager/Supervisor's Name]

[Company Name]

[Company Address]

Dear [Manager/Supervisor's Name],

I am writing to formally explain my recent sick leave and to discuss my return-to-work plan. Due to [briefly explain the illness or issue, e.g., "a severe illness" or "personal health issues"], I was unable to attend work from [start date] to [end date].

During this period, I followed the doctor's recommendations and am now in a position to return to work. My doctor has advised that I can resume my duties starting [return date], with the following considerations:

- [Consideration 1, e.g., "Reduced hours for the first week."]
- [Consideration 2, e.g., "Gradual increase in workload."]
- [Consideration 3, e.g., "Regular check-ins with HR."]

I appreciate your understanding and support during my recovery period. Please let me know if we can schedule a meeting to discuss this further and ensure a smooth transition back to my role.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]