

Fitness to Return Notification

Subject: Medical Clearance Required Before Returning to Work

Dear [Employee Name],

We trust you are recovering well from your recent medical leave. Before you return to your duties on [Expected Return Date], we require a medical clearance certificate from your treating physician.

This certificate should confirm that you are medically fit to resume your regular job responsibilities without restrictions. If your doctor recommends any temporary work modifications, accommodations, or a phased return schedule, please ensure these are clearly documented.

Please submit this clearance to the HR department at least [number] days before your intended return date. This allows us to make any necessary arrangements and ensures your safety and wellbeing in the workplace.

If you anticipate any delays in obtaining this documentation or need to adjust your return date, please inform us as soon as possible.

We look forward to having you back on the team.

Best wishes,

[HR Manager Name]

Human Resources

[Contact Information]

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