**RETURNING TO WORK AFTER ILLNESS LETTER**

April 15,20XX

Dear Mrs. Roehr,

Thank you for the patience and understanding that you have shown during this time. I am writing this letter to let you know that my doctor has cleared me to return to work on April 15.

As you are well aware, I contracted pneumonia a little over a month ago and had to be hospitalized for several weeks. I'm finally feeling more like myself, and I'm eager to get back to work. Despite being ill, I have been in contact with my colleagues and have kept up with the changes made with my client, Corner Communications, so that I can return to my former performance as soon as possible.

I've attached release papers from my physician that detail my ability to return to my role. Please let me know if you have any questions or concerns.

Thank you again for your support and patience as I've recuperated. I'm so honored to be working for a company like Mighty Media.

Sincerely,

Brenda Bates