**FOR RETURN TO WORK AFTER LEAVE**

September 01,20XX

Dear

Thank you for your patience and consideration during this period. I'm writing to inform you that my doctor has given me clearance to return to work on April 15th.

As you know developed pneumonia a little over a month ago and had to spend several weeks in the hospital. I'm now starting to feel like myself again, and I can't wait to get back to work.

Despite being sick, I've maintained in touch with my coworkers and kept up with the changes made with my client, Corner Communications, so that I may resume my previous role as soon as possible.

I've included my physician's release documents, which describe my eligibility to resume my previous position. If you have any problems or queries, please let me know.

Once again, thank you for your patience and support while I've recovered. Working with a firm like ABC News makes me feel good.

Sincerely,