I’m thankful to you for approving my work dispensation from 1st January through 11th of April 20XX. As formerly fixed upon, I will be recurring to my position as a local sales representative on April 11. I have also attached copies of my medical certificate and relevant documents as you know that I was on medical leave.

I have also enclosed a discharge letter from my doctor affirming that I am able to return to work. The letter also specifies some on-the-job margins related to my medical situation. As you can see in my attached letter from my surgeon, I will be narrowed to part-time labor for the next four weeks until I am entirely recuperated from my operation.

I intend to get back up to speed with my position as my subordinate has kept me acquainted with variations and fluctuations in our consumer-grade and provided me with comprehensive outlines of new products and amenities that have been familiarized in my absence. I'm assertive that I’ll be capable to smash the ground successively upon my coming back.

Once again, thank you for your fortitude and consideration throughout my contemporary surgery and repossession. I'm privileged to be hired by a corporation such as ours and I look frontward to getting back to work.