

Sample Letter to Employee on Leave

[Date]

[Addressee]

Re: Leave of Absence

Dear [Employee],

I write regarding your leave of absence from [employer]. When we last spoke on [date], you informed me that you would be visiting your doctor on [date] and would be able to update me as to your ability to return to work following that appointment.

As you know, [employer] has a policy of allowing employees up to [xx] weeks of disability-related leave from work. According to our records, you have now been on leave since [date]. Therefore, your available leave will expire on [date]. In order to maintain your status as an employee, we need to hear from you regarding your plans and ability to return to work. If you need a modification of your job duties or workspace in order to return to work, or if you need an extension of your leave beyond the [xx] weeks allowed by our policy, please contact me at [phone] or [email] to discuss a possible reasonable accommodation. We may ask that you submit a note from your medical provider specifying what accommodations you need and/or when you will be able to return to work.

If we do not hear from you at all by [date], we will unfortunately be left with no option but to terminate your employment. When you

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NYC Commission on Human Rights
Bill de Blasio, Mayor | Carmelyn P. Malalis, Commissioner/Chair
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receive this letter, please contact me at [phone] or [email] to discuss your employment status and future plans.

Sincerely,

[XX]