

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Periodic Update Regarding Your Leave of Absence

Dear [Employee Name],

We are writing to provide a periodic update regarding your current leave of absence, which began on [Leave Start Date]. Our records indicate that your leave is currently scheduled to continue through [Current Expected Return Date].

The purpose of this letter is to maintain open communication and ensure our records are accurate. Please review the following information regarding your status:

- **Leave Type:** [Type of Leave, e.g., FMLA, Medical, Personal]
- **Remaining Entitlement:** [Number] weeks/days of leave remaining.
- **Documentation Status:** [All required paperwork is on file / We are currently awaiting updated medical certification].
- **Benefits:** [Brief note on insurance premium payments or benefit status].

If there are any changes to your recovery timeline or your expected return-to-work date, please notify [Contact Person/Department Name] at [Phone Number] or [Email Address] as soon as possible. If you require an extension, please submit the necessary documentation by [Date].

As a reminder, if you are planning to return on your currently scheduled date, please provide a fitness-for-duty certification to Human Resources at least [Number] days prior to your return.

We wish you the best during your time away and look forward to your return.

Sincerely,

[Your Name]

[Your Title]

[Company Name]