

To: [Manager Name / HR Department]

From: [Your Name]

Date: [Current Date]

Subject: Notification Regarding Status of Professional Certification

Dear [Recipient Name],

I am writing to formally notify you that I am currently unable to maintain the [Name of Certification] required for my position as [Your Job Title]. My certification is set to expire on [Expiration Date].

The reason for my inability to maintain this credential is [briefly state reason, e.g., personal circumstances, health issues, or inability to complete required CEU credits].

I understand that this certification is a requirement for my current role. I would like to discuss how this affects my employment and explore any available options, such as a temporary leave of absence, a transition to a non-certified role, or a grace period to complete the requirements.

I apologize for any inconvenience this may cause and would appreciate the opportunity to meet with you to discuss the next steps.

Sincerely,

[Your Signature]

[Your Printed Name]

[Employee ID Number]