Date: [Current Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Subject: Notice of Delay in Processing Medical Certification

Dear [Employee Name],

We are writing to inform you that there is a delay in processing your "Certification of Health Care Provider for Employee's Serious Health Condition" submitted on [Date Submitted].

The processing of your request is currently delayed due to the following reason(s):

- [ ] The certification is incomplete (sections missing).
- [ ] The certification is unclear or illegible.
- [ ] Additional clarification is required from your health care provider.
- [ ] Internal administrative review is pending.
- [ ] Other: [Specify Reason]

Action Required:

[Insert specific instructions here, e.g., "Please provide the missing information in Section X" or "No action is needed from you at this time while we verify the details."]

We anticipate a resolution regarding your leave status by [Expected Date]. Please note that your leave remains in a "Pending" status until the certification is fully processed and approved.

If you have any questions, please contact the Human Resources Department at [Phone Number] or [Email Address].

Sincerely,

[Name of Sender]
[Title]
[Company Name]