

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Assurance of Employee Rights and Healthcare Privacy

Dear [Employee Name],

This letter serves as a formal assurance regarding your rights as an employee and the protection of your personal healthcare information. [Company Name] is committed to maintaining the highest standards of confidentiality and legal compliance.

1. Privacy of Health Information

In accordance with applicable laws (such as HIPAA or relevant local labor laws), any medical information disclosed to the company-including doctor's notes, disability claims, or health insurance data-is treated as strictly confidential. This information is stored separately from your general personnel file and is accessible only to authorized HR personnel on a need-to-know basis.

2. Right to Non-Discrimination

The company prohibits any form of discrimination or retaliation based on your health status, medical history, or the exercise of your rights under the Family and Medical Leave Act (FMLA) or other applicable medical leave policies. Your career progression and performance evaluations will remain independent of any protected health disclosures.

3. Voluntary Disclosure

You are not required to disclose specific diagnoses or genetic information unless it is directly necessary for requesting reasonable workplace accommodations or processing leave requests. In such cases, we require only the minimum necessary documentation to facilitate the request.

4. Data Security

We employ administrative and technical safeguards to ensure your health data is protected from unauthorized access or accidental disclosure.

If you have any questions regarding your privacy rights or how your medical information is handled, please contact the Human Resources Department at [Insert Phone/Email].

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]