

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notification of FMLA Exhaustion

Dear [Employee Name],

This letter is to formally notify you that your leave under the Family and Medical Leave Act (FMLA) for your position as Front Desk Medical Receptionist will be exhausted as of [Date].

Our records indicate that you have used the full 12-week entitlement of job-protected leave. According to your current medical documentation, your expected return-to-work date is [Date].

Because your FMLA protection is ending, please be advised of the following:

- **Job Protection:** As of [Date], your position is no longer protected under FMLA.
- **Benefits:** [Insert information regarding health insurance premium payments or changes].
- **Request for Accommodation:** If you are unable to return to work due to a disability, you may be eligible for a reasonable accommodation under the Americans with Disabilities Act (ADA).

Please contact the Human Resources department by [Date] to confirm your intent to return to work or to discuss any need for further accommodation. If we do not hear from you by this date, we will proceed with administrative actions regarding your employment status.

We wish you the best in your recovery.

Sincerely,

[Your Name]
[Your Title]
[Practice/Clinic Name]