

<today>

<name>

<address>

<city, state, zip>

<salutation>

Probably nothing is more upsetting to you than to miss a day's work. Most of us feel that we are in some way shirking our responsibility. This concern makes a legitimate illness all the more difficult.

Your records indicate that you have been ill on numerous occasions in the past months. A record of illness such as this is certainly not usual. I know it must be of concern to you.

Your absence is also of concern to us. In the first place I want to be of assistance to you or your family should you be encountering some difficulty. Second, your illness represents a significant loss to the company in its capabilities.

Can we be of assistance?

Sincerely yours,

<name>