

Letter to Employee to Advise FMLA Leave is about to Expire

Dear

I hope this letter finds you recovering well

The purpose of this letter is to remind you that your 12 weeks of leave under the federal Family and Medical Leave Act is due to expire on

You are expected to return to work on _____ Because you were absent due to a personal serious health condition, it is necessary for your health care provider to certify your ability to return to work. Enclosed for your convenience is a copy of the "Return to Work" form that must be completed by your health care provider and given to your supervisor or designee upon your return to work.

If you are unable to return to work on the aforementioned date due to a serious health condition, it is necessary for you to request additional leave. The request must be received by this office prior to the work date specified above. The request must include the anticipated date of return and additional documentation from your health care provider stating why you are unable to return to duty on the aforementioned date. Once the request for additional leave is received, the Department Had will make a determination as to whether additional leave will be approved. Once this determination is completed, you will be advised as to the decision.

If you have any questions, please contact me at

Sincerely,