

EMPLOYEE DISMISSAL LETTER DUE TO LENGTHY ILLNESS

[date]

[Name of Employee]
[address]

Dear _____

Further to our various discussions regarding your medical condition, we are pleased that you will be able to resume work at your current position.

I have reviewed the current work situation for your position and we can offer you at the present time.

It is with great regret that we must terminate your employment with [Name of Company], effective [date].

You are entitled to your final paycheck and any accrued benefits as soon as possible.

If your health improves, please do not hesitate to contact me at [phone number].

Yours truly,

[Name, title]

Very sorry to hear that you will be able to

find an alternative position we can offer you at the

termination with [Name of

will arrange for your final paycheck to be sent to you as soon as

working, please do not