

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Offer of Assistance to Family during Employee Illness

Dear :

We at {Name of Company} are truly sorry for the illness of {name of employee}. {Name of Company} has begun to feel the absence of {name of employee}. Therefore, we can only imagine the experiences of your family. We at {Name of Company} want to extend our sympathy to you. We also want to extend you an offer of assistance during this time. If we can be of any help, please contact us. During the recovery of {Name of employee}, we will be in periodic contact with you and the family.

Sincerely,

N A M E