

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: Back from Sick Leave

Dear :

I just wanted everyone to know that I have returned from sick leave. I am truly appreciative all of the get-well cards, flowers, and phone calls I received while I was recuperating. As my customers and clients, I value your presence and it is such a privilege to know that you care so much about my well-being. I look forward to seeing you in the near future.

Sincerely,

N A M E