

Date

VIA EMAIL & CERTIFIED MAIL

Employee Name
Address
City, State, Zip
Email Address

Dear [Employee Name]:

This letter serves as official notification that your request for an additional period of unpaid medical leave has been approved. As you are aware, your leave entitlement under the Family and Medical Leave Act (FMLA), which began on [date], was exhausted on [date].

On [date] we received documentation from your physician indicating that you are currently restricted from working and would not be able to return to work following the exhaustion of your FMLA leave. Your physician also stated that he does not expect that you will be able to return to work for [X weeks/months].

Based on the information provided by your physician, Company is granting you an unpaid leave of absence, effective [date following expiration of FMLA leave] as a reasonable accommodation. This leave of absence will expire on [date].

While on leave, you [will/will not] be required to furnish us with periodic reports every [indicate interval of periodic reports, as appropriate for the particular leave situation] of your status and intent to return to work. If the circumstances of your leave change and you are able to return to work earlier than the date indicated, you will be required to notify us at least five work days prior to the date you intend to report to work. You will be required to submit a physician's statement releasing you back to work on or prior to your date of return.

If you are unable to return by the end of your leave, you must request an extension of the leave, in writing, five days prior to the leave expiration date. If Company does not extend the leave, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your position. Extensions of leave will only be considered on a case-by-case basis.

Failure to return to work upon the expiration of the leave of absence or refusing an offer of reinstatement for a position which you are qualified for will be considered a voluntary resignation of employment.

Please feel free to contact me at [phone number] if you have any questions.

Sincerely,