

Formal, Professional Letter

Subject: Wishing You a Speedy Recovery

Dear [Employee Name],

We were sorry to hear about your recent illness and hope that you are taking the time you need to rest and recover. Your health and well-being are of utmost importance to us, and we look forward to seeing you back at work when you are fully recovered.

Please do not hesitate to let us know if there is anything we can do to support you during this time.

Wishing you a full and speedy recovery.

Sincerely,

[Your Name]

[Your Position]

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