

Heartfelt, Formal Letter

Subject: Warm Wishes for Your Recovery

Dear [Employee Name],

We were deeply concerned to hear about your illness. Your dedication and hard work have always been valued, and it pains us to know that you are unwell. Please take all the time you need to rest, and know that your colleagues are thinking of you.

We are looking forward to your full recovery and seeing your smiling face at work again.

Warm regards,

[Your Name]

[Company Name]

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