FMLA SAMPLE LETTER CONTENTS

Withdrawing Preliminary FMLA due to failure to Provide Certification

7/2013

Date

Name

Address

Dear…….

In a letter dated (DATE), you were notified that a preliminary designation of Family and Medical Leave Act (FMLA) coverage had been made and you were asked to have your health care provider complete and return a Certification of Health Care Provider Form. You did not return that form.

In a second letter dated (DATE), you were given additional time to have your health care provider return the Certified medical information upon which the determination as to whether you do or do not qualify for FMLA could be made. Both of these letters advised you that if you did not provide the information or the information provided did not meet the qualifications for FMLA coverage, you would be notified that the designation of FMLA leave would be withdrawn.

Your qualification for FMLA coverage is made based on information provided by your health care provider. We have now asked you twice to have the health care provider complete and return the Certification of Health Care Provider Form. You were advised that if for any reason you are having difficulty obtaining the requested information from the medical care provider to please let me know, otherwise the preliminary designation of FMLA coverage would be therefore withdrawn.

Through this letter you are notified that the preliminary designation of FMLA coverage is withdrawn. Absences which occurred under the preliminary designation will not be covered. You may reapply for FMLA coverage at any time now or in the future. Future determination of FMLA coverage will be determined based on the medical information provided on the Certification of Health Care Provider Form. Please be advised that if you are granted FMLA coverage in the future, it will not be made retroactive beyond your future application.

If I can assist you in any way with this matter, please let me know immediately. You may contact me at (CONTACT INFORMATION)

Sincerely,

cc: Director/Supervisor

File