FMLA SAMPLE LETTER CONTENTS

FMLA Request for Recertification/Failure to Return

7/2013

Date

Name

Address

Dear…….

Your absences for your currently approved FMLA covered medical issue have changed since the last Certification. Therefore you were sent a request to have your medical provider complete an FMLA recertification on (DATE). The Recertification was due back to me by (DATE). You did not return the Recertification Form. You were notified again on (DATE) to have the recertification returned to my office by (DATE). As of this date we have not received the recertification with the required updated information.

Due to your failure to provide the required Recertification information in the time required, your FMLA leave protections will be discontinued effective (THIS DATE) until a sufficient recertification is received by this office for review to determine if your medical situation is covered under the FMLA.

If you should have any questions, you may contact me at (phone number).

Sincerely,

cc: