

Incapacity Leave Announcement

Dear [Employee's Name],

We regret to inform you that due to a recent medical condition, [Employee's Name] will be on incapacity leave starting from [Start Date] until [End Date].

During this period, [he/she/they] will not be available for work responsibilities. We request all team members to respect [his/her/their] privacy during this time. Please direct any questions or urgent matters to [Alternative Contact Name] at [Email/Phone Number].

We wish [Employee's Name] a speedy recovery and look forward to their return.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]