

Date: [Insert Date]

Dear [Employee's Name],

I hope this message finds you in good spirits. I wanted to take a moment to express my heartfelt concern regarding your recent health issues. I understand that this can be a challenging time for you, and I want you to know that you have our full support.

Your health is of utmost importance, and we want to ensure you have the necessary time and resources to recover. Please feel free to reach out if there's anything we can do to assist you during this time, whether it be adjusting your workload or providing additional support.

Take all the time you need to focus on your recovery. We are here for you, and we look forward to welcoming you back when you're ready.

Wishing you a swift recovery.

Sincerely,

[Your Name]

[Your Position]

[Company Name]