

Letter of Understanding

Date: [Insert Date]

To: [Coworker's Name]

From: [Your Name]

Dear [Coworker's Name],

I hope this message finds you well. I want to take a moment to express my heartfelt concern regarding the recent accident that affected you. I cannot imagine how challenging this time must be for you.

We are here for you, and I look forward to your speedy recovery.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]