

Formal Notification of Health Conditions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Health Conditions

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you regarding my current health conditions that may affect my responsibilities and duties.

As of [Insert Date], I have been diagnosed with [Brief Description of Health Condition]. This condition may impact my ability to [Specify Any Impact on Job Responsibilities]. I am committed to managing my health proactively and will keep you updated regarding any changes that may arise.

Please let me know if you require any further information or documentation concerning my health status. I appreciate your understanding and support during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]