

Dear Mr. [Name]

I have your letter of the 10th

and am glad to hear that you are well. I am
hopeful that you will be able to return to
work soon.

I am sorry to hear that you have been
ill and hope that you will be able to
return to work soon.

I am sure that you will be able to
return to work soon.

I am sure that you will be able to
return to work soon.

I am sure that you will be able to
return to work soon.

Yours truly,

I am sure that you will be able to
return to work soon.

[Signature]

[Name]