

Sample Letter 14 – Designation Letter
(For All Approved and Denied FML Requests except for
Approved Requests for Combined PDL & Parental Leave)

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name]:

Enclosed is the Designation Notice related to your request for a Family and Medical Leave. It identifies the status of your request. It also provides information about other matters related to your leave, such as your leave schedule and any required Return to Work Certification. Please read the Notice carefully.

If you have questions about this, please let me know.

Sincerely,

[Name]

Cc: Benefits
 [ER/LR/HR, as applicable]

Enclosure: Designation Notice
 [Return to Work Certification, if required in Designation Notice, including
 Job Description listing essential functions, if applicable]