

Transfer Letter for Medical Reason Example

Dr. Johnathan Morris

Human Resources Director

TechWave Solutions Inc.

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February 13, 2025

Angela Martinez

Software Engineer

TechWave Solutions Inc.

1234 Tech Park Blvd

Tech City, CA 95113

Salutation

Dear Ms. Martinez,

Introduction

This letter is to formally notify you of your approval for a transfer from your current position at our Tech City headquarters to our remote work program. This transfer, effective from March 1, 2025, is granted on medical grounds following your recent health assessments and the recommendations provided by your healthcare provider.

Body

TechWave Solutions is committed to supporting its employees' health and well-being, and we understand the importance of accommodating unique

circumstances that affect our team members' ability to perform their best work. As a valued member of our software engineering team, your health is a priority, and we believe that offering the flexibility of remote work will allow you to maintain your professional responsibilities while managing your health effectively.

Your roles and responsibilities will remain largely the same, with adjustments made to accommodate virtual collaboration. You will continue to report to your current supervisor, Mr. Derek Yu, and are expected to maintain regular communication and adhere to all project timelines and company policies applicable to remote employees.

Conclusion

Please ensure that you have the necessary technology setup for a home office, which HR will assist in coordinating. We will schedule a meeting next week to discuss the transition in detail, including how to handle communication, project management tools, and any support you may need concerning your medical care.

Closing

We wish you a swift and full recovery and look forward to your continued contributions to our team. Please sign and return this letter as an acknowledgment of your transfer to remote work status under the specified conditions.

Sincerely,

Dr. Johnathan Morris
Human Resources Director
TechWave Solutions Inc.