

**Sample Letter 12 – Certification and/or Declaration of Relationship Not Received
(For All FML Leaves)**

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name]:

On [date] you were sent a letter asking you to provide information related to your request for Family and Medical Leave (FML) for [reason]. You were asked to complete and return the following form(s) within 15 calendar days:

- [Name of Certification]
- [Declaration of Relationship]

As of this date, we have not received the completed form(s), and you have not advised us of any reasons for this delay. Approval of your leave of absence as FML is contingent on the receipt of the [name of certification and/or Declaration of Relationship].

Enclosed is another [name of form(s) not received]. [This/These] form(s) must be completed and should be returned to _____ as soon as possible and preferably within 7 calendar days of this request. Unless and until the required documentation is provided, your absences will not be designated as FML. Without that designation, your absences will not be protected FML and may be considered unapproved.

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

Sincerely,

[Name]

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

Enclosure: [Name of Certification]
[Declaration of Relationship]