***Important note:***

*Please note that this letter should be personalised depending on your situation, namely the fields highlighted in yellow. Remember to delete this note.*

Mr/Ms

Your name

Your address

**Registered letter**

Employer

Address

Place, date

**Incapacity to work after giving notice**

Dear Mr/Mrs

I am writing to notify you that I have become incapacitated for work during the notice period. I have enclosed the corresponding doctor’s certificate.

Due to these circumstances, the notice period will be interrupted and extended.

Of course I will be happy to continue working for you for the duration of the extended notice period.

Thank you in advance for your response. Yours sincerely

Name and signature

**Enclosure:**  
as mentioned in the letter