

Repayment of Health Care Insurance Premiums FMLA Leave for Employee Who Is
Returning to Work

[insert company name]
[street address]
[city, st, zip]

[date]

Re: Repayment of Health Care Insurance Premiums FMLA Leave

Dear [employee name]:

You were on an extended period of leave of absence from [Company Name] during the period [start date] through [end date]. For the duration of this leave, the company continued your insurance coverage and paid your contribution to the premiums in the amount of \$ [total employee portion of premium paid] based on your advising us that you would be returning to work at the end of your leave.

You may elect to pay the required amount in one lump sum payment within [insert # days] days of the date of this letter or repaying the debt through payroll deductions of [# of installments] equal installments of \$[insert amount].

We were pleased to help you keep your benefits during the leave of absence. It is great to have you back to work now. If you have any questions please contact [name] [contact information].

Yours,

[name]