

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

Subject: Medical Diagnosis of Chronic Kidney Disease

I am writing to inform you about my medical condition as per the requirement for my employment records. I have been diagnosed with Chronic Kidney Disease (CKD), which is a progressive condition that affects my kidney function.

As per my healthcare provider, I am currently receiving treatment and managing my condition effectively; however, it may require occasional medical appointments and monitoring. I am committed to maintaining my productivity and fulfilling my responsibilities at work during this time. Should you require further information or documentation from my healthcare provider, please feel free to reach out to me. Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title (if applicable)]