Date: ------------------

To

[Recipient Name]  
[Designation]  
[Company Name]

**Subject:** **the subject of the letter**

Dear (name of the employee),

As you know that I was tested positive for COVID-19 on 20th June 20XX. I decided to quarantine myself as soon as the reports were received. You gave me medical leave for a month so that I can stay at home, take rest, and recover from the ailing disease.

After three weeks, I have gone through the COVID-19 test again and this time, my tests came negative. With this, I am feeling now much healthy and I know that I am not able to spread this disease to anyone now. Therefore, I am writing this letter to let you know that I am fit as a fiddle to join my job again.

I assure you that I am ready to work with my full potential because I am as healthy as I used to be before contracting the Coronavirus. I have also conducted my all essential medical tests and my all reports are fine. For your satisfaction, I am attaching my all reports with this letter including the COVID-19 latest test report. I am looking forward to hearing from you

Regards,

Your name  
Company name  
Position in the company