To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Get Well Soon Letter to Boss**

Dear Sir/Madam

We recently came to know that why you were not coming to the office since 3 days. The Assistant Manager, Mr./Mrs.[name of the Assistant Manager] informed us about your illness, the back pain that you are suffering.

I wish you a speedy recovery and may you get healthy and get well soon. Please make sure to take proper rest and follow the doctor’s suggestions. If I could be of any help to you, don’t feel hesitate to ask me anytime.

Wishing you the best of luck and may you get well soon.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]