To,

[Name of Recipient]

[Designation of Recipient]

[Address of the Recipient]

Date:

**Subject: Get Well Soon Letter to a Factory Worker**

Dear Mr./Mrs.[name of the recipient],

The factory supervisor informed me that yesterday, you were operating the cutter machine and all of a sudden, you had to face an electric shock as a result of voltage fluctuations. I am extremely sad to hear that and I highly regard you, just like all other workers, and I feel sorry for your loss.

I heard that you are still at the hospital for your treatment. I want to let you know that the company will bear all of the expenses of your treatment so you don’t have to worry about the bills. I wish you a speedy recovery and make sure to get a proper treatment at the hospital.

Get well soon.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]