

# SICKNESS ABSENCE LETTER TO EMPLOYEE

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Job Title: \_\_\_\_\_

**Dear Employee,**

We are writing to formally acknowledge your sickness absence from work. Your health and well-being are important to us, and we hope you make a full and speedy recovery.

## 1. Notification of Absence

As per the company's sickness absence policy, you are required to notify your line manager or the HR department as soon as possible when you are unable to attend work due to illness, providing details of your condition and expected duration of absence.

## 2. Medical Certification

For absences lasting more than seven consecutive calendar days, you must provide a fit note (also known as a 'sick note') issued by a qualified medical practitioner. Failure to provide appropriate medical certification may affect your entitlement to statutory sick pay and company sick pay.

## 3. Return to Work

Upon your return to work, you are required to attend a return-to-work interview to discuss your absence and any support you may require. This is to ensure a safe and smooth return and to identify any necessary adjustments.

## 4. Sick Pay Entitlement

Your entitlement to statutory sick pay (SSP) and any additional company sick pay will be assessed in accordance with the governing policies and UK statutory requirements. Please contact HR for specific details relating to your entitlements.

## 5. Confidentiality and Data Protection

All information relating to your sickness absence will be treated confidentially and handled in accordance with data protection legislation, including the UK General Data Protection Regulation (GDPR). Medical information will only be shared on a need-to-know basis and with your consent where required.

## 6. Reasonable Adjustments

If your sickness absence relates to a disability as defined under the Equality Act 2010, we encourage you to discuss with us any reasonable adjustments that may assist you in returning to work.

## 7. Further Assistance

Should you require any assistance or support during your absence or on your return, please contact your line manager or the HR department. We are committed to supporting our employees' health and wellbeing.

Yours sincerely,

\_\_\_\_\_  
Line Manager / HR Representative

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