

[Print on

insert Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Postcode>>

<<Date>>

Dear <<Name>>,

As you know, you have been absent from work since <<Insert Date>> because <<insert reason for sickness absence>>.

<<Insert Date>> because <<insert

Under the terms of the Company Sick Pay policy, employees are entitled to receive Company sick pay <<state length of service>>. Unfortunately, as you are not eligible for contractual sick pay, you are not eligible for contractual sick pay at the rate of <<state SSP weekly

policy, employees are entitled to receive Company sick pay during the probationary period/after one year's service for <<state length of service>> or, if you are not eligible for contractual sick pay, entitled to Statutory Sick pay

If you have any queries in respect of your sick pay, please contact me.

sick pay, please contact me.

Yours sincerely,

<<Name>>

<<Title>>