[_Print or_ _insert Address_**]**

<<Employee's Name>>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Name>>,

As you know, your contract of em   n the event of absence from work due to sickness or injury, you are   ceive full basic pay for a period of <<Insert Time e.g. Two Weeks>>   r period of <<Insert Time e.g. Two Weeks>>**] [**in <<State Period e.g.

Your current period of sickness   sert Date>>. Your entitlement to occupational sick pay will, therefor   alf pay**]** on <<Insert Date>>.

[You will, however, continue to be   tory sick pay (SSP) at the current fixed rate of <<£ Insert Amount>>   ble for up to 28 weeks in any one period of sickness absence.**]**

If you have any queries in respect   k pay, please contact me.

Yours sincerely,

<<Name>>
<<Title>>