

[Print on

insert Address]

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

<<Date>>

Dear <<Name>>,

I am writing in respect of your absence on medical grounds.

In order to enable the Company to [insert name of team] [department] [and organise temporary cover], please let me know if you have received an indication from your GP [or other healthcare professional] that you are able to return to work.

I look forward to hearing from you.

Yours sincerely,

<<Name>>
<<Title>>

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