

[Print on one side of the paper or insert Address]

<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

Re. Prolonged Sick Leave / Business Absence

I am writing to inform you that your prolonged / [persistent] absence from work is placing your employment at risk. Your prolonged / [persistent] absence from work it has become necessary for the Company's medical adviser to ascertain the prospects of your return to work and your condition will prevent you from fulfilling your job requirements. Please see the attached letter consenting to an examination by the appointed medical adviser.

[We further request that you provide a statement certificate [the statutory certificate] and let us know whether your GP or medical provider considers that you are 'fit to work', or 'may be fit for work taking account of the following advice'.]

If you have any queries please do not hesitate to contact me.

Yours sincerely

<<Name & Title>>  
For and on behalf of <<Company Name>>

I hereby confirm my consent to a medical examination by the Company's medical adviser  
<<provide details if available>>:

Signed by.....<>>