**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant and use headed paper. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First.**

 ***STRICTLY*** ***PRIVATE AND CONFIDENTIAL***

Address

Ref: [Sender’s Initials]/[Employee’s Initials]/[Case number]

Date

Dear [Employee Title, Employee Surname],

**Re: Request for fit note**

Your health and well-being are of important to us, and we want to ensure that you're receiving the support and assistance you need during this time.

I’ve received a fit note covering your absence from (DATE) until (DATE), however further to our recent discussion (DATE) I am still awaiting a sick note for the period of absence from the (date) to date, despite reminding you on (dates).

A fit note must be issued by a healthcare professional, which could be a doctor, nurse, pharmacist, physiotherapist or occupational therapist. You do not always need to see them in person to get one.

It depends on:

* why you're off work sick
* whether a healthcare professional needs to assess you face to face
* if you have been in hospital

"Fit note" is the informal name for a Statement of Fitness for Work, also known as medical statements (MED3).

Backdated fit notes are not normally accepted unless there are exceptional circumstances, please note the policy illustrates that for continuous absences you must provide a new fit note within 3 calendar days from the date of the last one expiring.

I am willing to accept a retrospective fit note on this occasion covering this period of absence, however if I do not receive the fit note by the DATE then the absence from (Date – expiry date on fit note) onwards will be unauthorised and may result in an over-payment, which we are obliged to take steps to recover payments.

In order for us to be clear on the next steps, we will need a fit note to be provided to me directly by (DATE)**,** certifying your sickness absence from (Date – expiry date on fit note) onwards. This can be photographed and emailed to me at (e-mail address).

(\*delete as appropriate)

You have also requested annual leave from (date) until (date) with the intention of returning to work on (date), which I have authorised. As discussed, I have arranged for an OH referral and the appointment has been arranged on the (DATE), once the OH report is available, I will arrange a formal absence review meeting in line with the attendance policy (attached/enclosed) to discuss the content of the report and what support maybe required in allowing a safe return to work. I will confirm the meeting in writing in due course.

I also wanted to remind you of our Employee Assistance Programme.  The service is available 24 hours a day, 7 days a week, providing professional help to deal with work or personal issues.  If you feel you might benefit from accessing this programme you can call the 24-hour telephone line on **0800 7832808**.  Alternatively if you just wanted to find out more about it you can visit their website <https://wisdom.healthassured.org/login>. The ‘organisation code’ is MHA021261.  There is also the “Wisdom” App available on Play Store and App Store. You can activate the App using code **MHA021261**.

If applicable
There is also a wealth of information on the [**Wellbeing hub**](https://peoplefirst.nhsbt.nhs.uk/Wellbeing/mental-health.htm) on People First around wellbeing and NHSBT have dedicated [**Wellbeing and Mental Health Champions**](https://peoplefirst.nhsbt.nhs.uk/Wellbeing/mental-health.htm) who provide support for employees and managers to recognise the signs and symptoms of mental distress in its many forms and to be able to have supportive conversations.

All details of this process under the Attendance policy (enclosed) should remain confidential and discussed only between those parties directly involved in the process, which could include family members, health professionals including EAP and your trade union representative.   Contents of correspondence and case details should not be disclosed to other parties. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.

I understand that dealing with health issues can be challenging, and I want to assure you that we're committed to supporting you through this process. If you feel comfortable, I would appreciate the opportunity to have a conversation with you to discuss how we can best support you during your absence and facilitate your return to work when you're ready.

If there are any challenges or issues you're facing, whether related to your health or otherwise, please know that we're here to help. You can contact me on (contact details) to discuss this letter or if there is any further support I maybe able to help with, however in the meantime wishing you a speedy recovery and looking forward to your return to work.

Yours sincerely

Name
Job Title

[cc:] HR Direct Advisor

[Encl.] Pages XX Attendance Policy