

SOUTH STAFFORDSHIRE LOCAL MEDICAL COMMITTEE

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Template response to requests for work absence sick notes for less than seven days

Dear (employer name)

Re: Patient details

We are writing to remind you that it is the responsibility of employees to self-certificate for any absence from work through illness of less than seven days duration.

Unfortunately, pressures on general practice mean that we are having to review our work to ensure that we are able to focus on our key duty of care for patients, and so we are unable to provide sick notes for absences of less than a week.

Yours sincerely