Name

Address

Date

Dear Name

## Statutory sick pay

I refer to your current period of absence from work.

As you may be aware, when you are absent from work due to sickness you are entitled to receive payment of up to 28 weeks’ Statutory Sick Pay (SSP). We began paying you SSP on date in respect of your current period of sickness absence.

I therefore write now to inform you that you will soon have exhausted your entitlement to SSP and that as of date we will no longer be able to pay you any sick pay.

In that event, you may be able to claim benefits. To this end, I have enclosed with this letter form SSP1. You should take this form SSP1 to your local benefits office who may be able to advise on your entitlement or otherwise to benefits.

If you have any questions regarding your absence or the content of this letter, please let me know.

Yours sincerely

Manager Name

Position

For and on behalf of Company