[*Insert name*]

[*Insert address*]

[*Insert date*]

Dear [*insert name*],

I hope this letter finds you well and you are making good progress towards recovery.

As you will be aware, you are entitled to 28 weeks of Statutory Sick Pay (SSP). I confirm that your SSP payments began on [*date*], which means that on [*date*], you will have used up your entitlement and SSP payment will stop. However, you may be eligible for Employment and Support Allowance from the government.

Employment and Support Allowance (ESA) is for people who:

* cannot work because of sickness or disability, and
* are not receiving SSP.

As you may qualify for support, I would encourage you to contact the Jobcentre Plus to make your initial claim for Employment and Support Allowance (ESA). You will need to present them with the enclosed SSP1 form so that they can consider your claim.

I would also like to remind you that under the Organisation’s absence reporting policy, you are required to keep us informed of your condition and should continue to provide copies of any fit notes issued by a medical professional following assessment that certify you are unable to work due to illness.

Finally, if there is anything I or the Organisation can do to support you at this time, or should you have any questions about this matter please do not hesitate to contact me on [*insert details*].

[*Optional - amend as appropriate:*] We are keen to support you as much as possible in the workplace [*and help facilitate your return to work*], so are looking forward to the welfare meeting we have arranged with you, which is due to take place on [*insert date*]. In this, we can discuss any reasonable adjustments that you feel would be of benefit.

In the meantime, I wish you well.

Yours sincerely,

[Insert name]

[Insert job title]