**Private and Confidential (SENT BY FIRST CLASS SIGNED FOR POST)**

INSERT NAME

INSERT ADDRESS

INSERT DATE

Dear INSERT NAME,

**RE: Sickness Absence – Statutory Sick Pay Exhausted/Not Payable**

I am writing to inform you that Statutory Sick Pay will not be payable to you from INSERT DATE, due to the reasons which are shown on the enclosed SSP1 form.

You should now contact your Local Job Centre Plus and discuss with them your entitlement to any benefits which you may be eligible for.

Please do not hesitate to contact me if you have any queries on the content of this letter or if I can be of further assistance to you.

Yours sincerely

**INSERT NAME**

**INSERT TITLE**

**Enclosure: SSP1 Form**