

Two Standard Letters Designed For Integrating Into GP Patient Record Systems

- **Text for letter requesting a 'return to work' note**

'[Name] has requested a return to work note. This is not necessary. The DWP guidance for employers (gov.uk/government/publications/fit-note-guidance-for-employers-and-line-managers) states that "People do not need to be signed back to work and there is no option on the fit note to do so. If your employee's doctor assesses that they are fit for work, they will not be issued with a fit note".

'Furthermore, the guidance states that "Your employee can go back to work at any time (including before the end of the fit note) without going back to see their doctor – even if their doctor has indicated that they need to assess them again. This will not breach your employer's liability compulsory insurance, providing a suitable risk assessment has taken place if required".

'There is advice for employers on how to perform a risk assessment at: hse.gov.uk/risk/fivesteps.htm.

- **Text for letter requesting a note for 1st 7 days of sickness absence.**

[Name] has requested a fit note to cover the first few days of sickness absence. I can confirm that a short period of sickness absence is appropriate, but that a fit note is not required and that they should provide self-certification. The Department for Work and Pensions guidance for employers (gov.uk/government/publications/fit-note-guidance-for-employers-and-line-managers) states that "Doctors cannot issue fit notes during the first seven calendar days of sickness absence. Employees can self-certify for this time. If your organisation requires medical evidence for the first seven days of sickness absence, it is your responsibility to arrange and pay for this."