Letter to inform employee their contractual sick pay will stop/reduce

[*Insert name*]

[*Insert address*]

[*Insert date*]

Dear [*insert name*],

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

I am writing to remind you that the terms of your employment include a provision that, in the event of absence from work due to sickness, you are entitled to [*amend as appropriate:*] continue to receive full basic pay for a period of [*weeks/months*] and half pay for a further period of [*weeks/months*]. These payments apply to a [*12-month calendar year/rolling year*].

Your current period of sickness absence began on [*date*]. This means that your entitlement to occupational sick pay will come to an end or be *reduced by half* on [*date*].

[*Include if employee still has rights to SSP:*] You will, however, continue to be entitled to receive statutory sick pay at the current fixed rate of £[*amount*] per week until [*date*].

[*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.

If you wish to discuss any aspect of this letter, please do not hesitate to contact me.

In the meantime, I wish you well.

Yours sincerely,

[Insert name]

[Insert job title]