**Available on the Government website, Template Letter: Response to Requests for Sick Notes for Work Absences of Less Than Seven Days**

**[Your Practice Letterhead]**  
[Date]

To: [Employer Name]

Dear [Recipient],

**Re: [Patient Name/Identifier]**

We are writing to remind you that, in accordance with established guidance, available via the Government website, it is the responsibility of employees to self-certify for absences from work due to illness lasting less than seven days.

Given the significant pressures on general practice, we must prioritise our resources to focus on providing essential care to patients. As such, we are unable to provide sick notes for short-term absences that fall within this self-certification period.

We appreciate your understanding and trust that this approach supports the broader aim of maintaining sustainable and effective healthcare delivery.

The text of this letter has been provided by Surrey and Sussex Local Medical Committees to ensure consistency of purpose. It reflects the principles of the recently authored interface document in use across Sussex and similar documents under development in other areas covered by the LMCs.

Should you require further clarification, please do not hesitate to contact us.

Yours sincerely,  
[Your Name]  
[Your Position]  
[Your Practice]