|  |
| --- |
| *WARNING:* 1. Use of this letter in any way is subject to the terms and conditions of the copyright owner, which can be found here: <http://aclc.org.nz/terms-and-conditions/>
2. The copyright owner has permitted use of this letter for the purpose of helping people to resolve their own legal issues.
3. Providing this letter and permitting its use does not amount to legal advice and is not an adequate substitute for legal advice.
4. The copyright owner has taken reasonable efforts to ensure this letter is legally accurate and up-to-date. However, the copyright owner takes no responsibility for errors, omissions, or consequences for the manner in which the letter is used.
5. We strongly recommend that you obtain independent legal advice before using this letter.

*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter if you take sick leave for 3 consecutive days or longer and your employer requests a medical certificate as proof of your sickness or injury. Attach a medical certificate to this letter.  |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: PROVIDING MEDICAL CERTIFICATE**

I am writing to provide you with a medical certificate for the period of my absence.

I was away from work sick on the following days:

[INSERT DATES ON WHICH YOU WERE ABSENT FROM WORK AND WHICH ARE COVERED BY THE MEDICAL CERTIFICATE].

Enclosed is a copy of the medical certificate.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]