|  |
| --- |
| *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 were away from work sick and you were unable to get a medical certificate. Use this letter ONLY if your employer asked you for a medical certificate.A common reason for not being able to get a medical certificate is that you did not go to the Doctor while you were off work. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: MEDICAL CERTIFICATE UNAVAILABLE – [INSERT YOUR NAME]**

You have asked me to get a medical certificate because I was away from work due to sickness or injury.

The days I was away from work were:

[INSERT DATES YOU WERE OFF SICK FOR]

I am unable to supply a medical certificate for these dates because:

[INSERT REASON WHY THE MEDICAL CERTIFICATE IS UNAVAILABLE]

I am happy to answer any questions you have.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]