Dear (employer name)

We recently received a request by (patient details) to provide a sick note to cover an absence from work lasting fewer than seven days.

We are writing to remind you that it is the responsibility of employees to self-certify for any absence from work through illness of fewer than seven days duration as per the Government’s advice on taking sick leave and self-certification which can be accessed here: <https://www.gov.uk/taking-sick-leave>

Unfortunately, pressures on general practice mean that we are having to review our work to ensure that we are able to focus on our key duty of care for patients, and so we do not provide fit notes for absences of less than a week.

(practice sign-off)