[DATE]

Contact Name

Address

Address2

City

Postal Code

**OBJECT: CONFUSION REGARDING SICK LEAVE POLICY**

Dear [CONTACT NAME],

There seems to be some misunderstanding concerning [COMPANY]'s sick leave policy.

Each employee is permitted to take the number of days they would normally work in a 6-week period for sick leave, on full pay, in a 3 year period. However, during the first 6 months of employment, workers are only entitled to one day of paid sick leave for every 26 days worked.

After an absence of two or more days, Employees must seek medical advice and present a doctor's note upon return to work. Failure to do so may result in non-payment of salary for any sick leave after two consecutive days. For further information please refer to the Basic Conditions of Employment Act.

We trust that the abovementioned has clarified any misunderstandings that you might have with regards to sick leave.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]